



## Withdrawal

If it is necessary to withdraw from a course or courses during a semester, students must file a withdrawal form in the Office of the Registrar. Students may withdraw without the instructor's signature (automatic W) during the first 10 weeks of the semester (for full term courses) if they initiate the process. Withdrawal during the remainder of the semester, up to the last day of classes, is at the discretion of the instructor. Students need to be aware that withdrawing from a course may have financial aid consequences and they should consult with the Financial Aid Office before attempting to withdraw.

In the unfortunate event that a student death occurs while enrolled in classes, the student coursework will be withdrawn (or dropped) from classes based on the College's academic calendar. The student account will be adjusted following the Bill Adjustment and Liability schedule and the Medical/Compassionate Refund Policy.

### Unofficial Withdrawal

A student who stops attending a course(s) for a sustained period (or fails to demonstrate active online participation) during the reporting period will be reported as an unofficial withdrawal and assigned an X grade. Unofficial withdrawal may have financial aid consequences.

### Administrative Withdrawal

The College may administratively withdraw a student from class (es) based on disciplinary actions. In addition, any student admitted into the Nursing AAS degree program may be withdrawn from the program based on unsatisfactory or unsafe application of theory in the clinical laboratory. The college reserves the right to assign AW or F grades for an administrative withdrawal.

Administrative withdrawal may have financial aid consequences. Any student administratively withdrawn is not eligible for any bill adjustment and does not qualify for a medical/compassionate refund.

Any notations placed on the official college transcript will be in accordance with the college Transcript Notation policy.

### Medical/Compassionate Refund Policy

A student can request a refund for medical or compassionate reasons when extreme illness, injury or other significant situation forces a student to drop or withdraw from classes. The extraordinary circumstances for the student leave request generally involve severe physical or mental health difficulties, sudden death of an immediate family member, or unexpected care to a seriously ill family member. Repeat requests for refunds based on chronic situations are strongly discouraged and may not be considered. Requests based on judicial proceedings will not be considered.

Students requesting a refund must complete the Medical or Compassionate Refund Request form after dropping or withdrawing from their class(es). This form is available at the Office of the Registrar in Warren Hall. The student must submit the completed form, with appropriate documentation, to the Office of the Registrar. Medical/Compassionate refund requests shall be initiated no later than 30 calendar days from the start of the next fall or spring semester following the semester the withdrawal was recorded. This information will be reviewed by the Medical/Compassionate Leave Committee and students will be notified by mail of the committee's decision. The decisions made by this committee are final. Approved requests will be annotated on the student's web transcript.

If a refund is granted, the committee will use the information provided by the student/healthcare



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provider to calculate the percentage of tuition and fees that should be refunded, if any. This change may result in a recalculation of financial aid eligibility.

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