

the Dean. The names of instructors who are absent are available from the Academic Dean.

## 2.26 WITHDRAWALS

A student may withdraw up to the final day of the eighth week of class. (Extension Courses: A student may withdraw up to the equivalent of the final day of the eighth week of class in the regular semester). After that, he/she may withdraw with written permission of the instructor until the last day of class. The final examination period is not considered as a class day.

A student should take the responsibility for initiating a withdrawal by using the applicable form. This form may be obtained from a Counselor, Academic Advisor or the Registrar's Office. It is in the best interest of the student to discuss a withdrawal with a Counselor and/or the instructor and obtain their signature on the withdrawal form. The completed withdrawal form is turned in to the Registrar's Office.

The student transcript will reflect a "W" for each course from which he/she withdraws. If the course is a graduation requirement, it must be taken and passed.

The student who does not complete a withdrawal form or who exceeds the absence limit or who is a no-show (not attending class), may be assigned a grade of "W" at the discretion of the instructor. The student who does not initiate a withdrawal and who, in the instructor's judgment, should not be given an "W" will be assigned a performance grade (A-F or I) based on work completed.

### 2.26.1 WITHDRAWAL FROM THE COLLEGE

If you are contemplating withdrawing from all of your courses, you are required to consult with a counselor. Pick up a college withdrawal form in the Enrollment Services Office. The counselor will sign it after conferring with you. **Deciding not to attend class(es) does not constitute an official withdrawal from the college, and may result in a failing grade and/or financial obligation to the College.**

### 2.26.2 MEDICAL WITHDRAWALS

Students seeking medical withdrawals and/or refunds for medical reasons must submit documentation along with their withdrawal form to the Office of the Dean of Student Services. **These requests must be received during the semester for which the request is being made.**

## 2.27 APPEALS ON ACADEMIC DECISIONS AND GRADES

See Section 3.1.3.