



POLICY NUMBER: SLCC-SS-204

POLICY AND PROCEDURES MEMORANDUM

Title: Withdrawals Policy
Approval Date: July 12, 2013
Effective Date: July 15, 2013
Date of Last Review/Revisions Approval:
(rev. 1) October 17, 2013
Cancellation: N/A
Office: Student Services

Student-Initiated Withdrawal

Students who wish to officially withdraw from a course, or courses, after the end of the Add/Drop period must complete a *Withdrawal Form*, which requires a student's signature. Non-attendance does not constitute official withdrawal. In no case should a student rely on a verbal statement as evidence of withdrawal. Withdrawal from a course affects only the grade which appears on the student's transcript. Eligibility for refund of tuition and fees is governed by the College's Refund Policy.

A student who withdraws from a course after the Add/Drop period but before the end of the 8th week of a 15-week term; 6th week of a 12-week term; 4th week of a 7 or 8 week term; 3rd week of a 5 or 6-week term; 2nd week of a 4-week term; 8th day of a 3-week term; 3rd day of a 1-week term, will receive a "W" for the final grade.

A student is not permitted to withdraw from a course after the last day for student-initiated withdrawal, which is defined as the end of the 8th week of a 15-week term; 6th week of a 12-week term; 4th week of a 7 or 8 week term; 3rd week of a 5 or 6-week term; 2nd week of a 4-week term; 8th day of a 3-week term; 3rd day of a 1-week term, and will receive a final grade as assigned by the instructor.

Administrative Withdrawal

The College reserves the right to withdraw a student from a course, or courses, at any time for just cause, including for financial and disciplinary reasons, and under extenuating circumstances. Administrative withdrawals require the approval of the Vice Chancellor for Student Services.

Medical Withdrawal

Students who experience serious medical issues after the last day for student-initiated withdrawal may request a medical withdrawal. Completed *Medical Withdrawal Forms* must be submitted with proper medical documentation and must be received prior to the end of the term. Dates provided on medical documentation and the date of the request submission will be considered when evaluating medical withdrawal requests. In order to be considered for medical withdrawal, students must provide a written summary, from an appropriate care provider, of the medical circumstances which are preventing the completion of the semester. Students must also have been passing all courses with a grade of "C" or better prior to the start of the medical circumstance or incident.

Medical withdrawal requests require the approval of the Vice Chancellor for Student Services. Prior to returning to the College following an approved medical withdrawal, a student is required to meet with and receive approval to return from the Vice Chancellor for Student Services.

Review Process:

x	Reviewing Council/Entity	Approval Date	Effective Date	Date of Last Review & Revisions Approval
x	<i>Cabinet Approval</i>	<i>July 11, 2013</i>	<i>July 15, 2013</i>	<i>October 17, 2013</i>
x	<i>Executive Committee Approval</i>	<i>July 11, 2013</i>	<i>July 15, 2013</i>	<i>October 17, 2013</i>
x	<i>Chancellor Approval</i>	<i>July 12, 2013</i>	<i>July 15, 2013</i>	<i>October 17, 2013</i>

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