

## **Student Withdrawal Procedures**

## **Administrative Procedure 821**

**Student-Initiated Withdrawal:** Students who do not wish to continue in a course are responsible for officially withdrawing or dropping the course from their student schedule. To do so, they should drop the course through the Student Portal or contact their academic advisor for assistance.

- Students who fail to drop during the designated drop-period at the beginning of the semester as outlined in the Instructional Calendar and Schedule of Classes will not be eligible for a refund of tuition and fees, and may receive a failing grade for the course.
- Students may formally withdraw from a class during the designated period outlined in the Instructional Calendar and the Schedule of Classes in order to receive a grade of “W”. The “W” grade is not used in the calculation of the student’s grade point average, however, it may negatively impact a student’s eligibility to receive financial aid. Students should contact the Financial Aid Office with questions concerning eligibility.
- Students who withdraw from a class may register for that class again in a subsequent semester.

**Administrative Withdrawal:** John A. Logan College reserves the right to administratively withdraw a student for disciplinary reasons as outlined in the *Rights and Responsibilities: A Student Code of Conduct*. The College may also withdraw a student who fails to meet the financial obligations of attendance.

**Faculty-Initiated Withdrawal:** Instructors reserve the right to withdraw students from their classes at any point in the semester due to plagiarism, cheating, or other conduct violations. Further, they reserve the right to withdraw a student from class during the withdrawal period due to excessive, unexcused absences as outlined below and in the syllabus.

**Traditional Classes:** In a traditional 8 or 16-week class, “withdrawal” grades may be assigned at the time a student has missed the equivalent of one consecutive week of class without approval from the instructor concerning the absences. (For example, in an 8-week class that meets four times per week, a student could be withdrawn after being absent two consecutive class periods.)

**Online and Hybrid Classes:** In a 16-week online/hybrid class, a “withdrawal” grade may be assigned when the student has not participated in the course for 10 days, as indicated by course activity reports. In an 8-week or less course, a student may be withdrawn after failing to participate for 5 days. Logging into the course is not sufficient to be considered participation. Participation for online and hybrid courses is defined as an active process and may include: posting/sending assignments to the drop box or instructor’s email, participating in online discussion boards, taking quizzes or exams, or otherwise communicating and participating in some manner that is approved by the instructor.

**Student Withdrawal Procedures                      Administrative Procedure 821**

**Administrative Procedure to Withdraw a Student:**

- The appropriate College administrator or faculty member will notify the Admissions and Records Office in writing or through email requesting the student be withdrawn. Once the documentation is received, the student will be formally withdrawn from the course.
- The student will then receive email notification of the withdrawal from the Admissions and Records Office. The notification will outline the student’s appeal options if they wish to re-enroll in the course.
- If a student wishes to challenge a “withdrawal” grade, they will have due process as with the appeal of any other grade. Such students should obtain a Special Exemption Form from the Admissions and Records Office and submit the appeal to the Office of the Dean for Student Services (Article III, Section 2 of the *Rights and Responsibility: A Student Code of Conduct* handbook.)
- A faculty member granting a student’s appeal to be re-enrolled in a course must notify the Admissions and Records Office in writing or through email. The office will then officially re-enroll the student.
- “Withdrawal” grades may not be issued after the last day to drop a course for the semester as noted in the Instructional Calendar.

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE)  
PRESIDENT

January 13, 2017  
DATE

ADOPTED:        **JANUARY 13, 2017**

AMENDED:

CROSS REF.:    Board Policy 8314, Withdrawal from Class  
*Rights and Responsibilities Handbook: A Student Code of Conduct*