

**Withdrawal from the College**

A student who finds it necessary for any reason to withdraw from the College should make an appointment to see the Associate Dean of Students and complete an official withdrawal form. If this is not possible, the student should submit to the Associate Dean of Students a letter stating the reason for withdrawal.

If a student withdraws from the college before the end of a term, but prior to the official course withdrawal deadline, a grade of "W" is assigned to all courses. If the withdrawal from the college occurs after the official course withdrawal deadline, a "W" is assigned to each course in which the student has earned a passing grade at the time of withdrawal and "WF" to each course in which the student has earned a failing grade at the time of withdrawal. In the case of illness or other extenuating circumstances a dean may authorize a grade of "W".

If a student has no financial obligations to the College, an official transcript may be transferred, with the student's written request, to another institution. The student's withdrawal is noted on the transcript.

A student who simply leaves the college without officially withdrawing receives the grade of "F" in every course and cannot receive a refund of any portion of tuition or fees. If there is no financial obligation to the College, an official transcript may be transferred, with the student's written request, to another institution.

**Administrative Withdrawal**

Students are expected to prepare for and attend all classes for which they are registered and to act in a manner consistent with an academic environment while attending class. The College may administratively withdraw a student (totally or partially) who is not attending class, exhibits disruptive or unruly behavior in class, or is otherwise not demonstrating a serious academic effort. Administrative withdrawals through the final day to drop a class within that semester will receive a grade of "AW" in the course(s). Administrative withdrawals from a course after the final day to drop a class within that semester will be recorded with an "AF", which is computed as an "F". See page 244 for the refund policy.