

OWENS COMMUNITY COLLEGE
GUIDELINES

Withdrawal from College Policy

Board Policy No.: 3358:11-2-15

- (1) If a student desires to withdraw from all classes that he or she is registered for and enrolled in at the College, the student must submit a written withdrawal request with the Office of the Registrar.
- (2) After two consecutive semesters (excluding summer) of no enrollment in graded coursework, the student's college record will be deactivated.

If the student wishes to be readmitted to the College after the college record has been deactivated, the student will be required to complete and submit an admissions application to the College. Upon readmission to the College, the current catalog of record will be the catalog in effect on the date in which the student is readmitted and enrolled.

- (3) The student will follow all curriculum requirements for academic programs, degrees and certificates as listed in the current catalog of record.
- (4) If the process to officially withdraw from the College has not been followed, a grade of "F" will be assigned for each course, and the student will be held financially responsible for tuition and all fees.
- (5) Withdrawal from the College may affect a student's financial obligations, Admissions status, Catalog of Record or Course Grade. Please refer to the guidelines in the online College Catalog noting these policies: Student Code of Conduct Policy 3358:11-3-11, Readmission to the College Policy 3358:11-2-44, Enrollment Status Policy 3358:11-2-11, Catalog of Record Policy 3358:11-2-21 and the Grading System Policy 3358:11-2-32.

These guidelines were recommended by Academic Standards Committee and implemented by the Executive Vice President/Provost and the Vice President of Academic Services.

Any amendments to the guidelines must be submitted to the Board Secretary for President's Cabinet review (except changes in contact information).

This guideline conforms to the policy as approved by the Board of Trustees on [April 1, 2008](#), and as filed with the State of Ohio Electronic Rule Filing with the policy effective date of [April 13, 2008](#).

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