

OWENS COMMUNITY COLLEGE
PROCEDURES

Course Withdrawal

Board Policy No.: 3358:11-2-14

PROCEDURES:

1. A student may withdraw from a course no later than the date established by the Records Office.
3. A student wishing to withdraw from a course(s) must either withdraw on-line or submit a *Course Withdrawal Form* prior to the posted deadline.
 - a. A student who never attends a class but does not withdraw on-line or submit a *Course Withdrawal Form* prior to the posted deadline is obligated for all tuition and fees and will receive a grade of “F” or “FNC” from the instructor.
 - b. A student who stops attending a class but does not withdraw on-line or submit a *Course Withdrawal Form* prior to the posted deadline is obligated for all tuition and fees and will receive the earned grade for the course.
4. If a student withdraws from all courses and does not re-enroll within three consecutive semesters following the withdrawal, the student’s college record will be changed to an inactive status.
 - a. After the college record is inactive, the student must re-apply to the College. Upon readmission to the College, the assigned catalog of record is based on the semester that the student applied for and will begin their classes.
 - b. The student will follow all curriculum requirements for the academic programs, degrees, and certificates as listed in their assigned catalog of record.
5. A student may file a Special Withdrawal Petition after the last day to withdraw from course(s). A petition is only considered for situations in which an event affecting enrollment is non-recurring, catastrophic or life-threatening in nature, and beyond the student’s control. Such types of an event include: Death of immediate family member (parent, grandparents, spouse/domestic partner, child, or sibling), Unexpected Medical (including pregnancy and mental debilitation), Family Care (including unexpected loss of childcare and medical care of family), Employment (change of work schedule), Military Duty, Jury Duty, or College Error. Registration, transportation problems, or unemployment are not considered grounds for a petition.

In order to be eligible to petition, the following procedures must be followed:

- a. A Special Withdrawal Petition must be filed by the last day of the semester immediately following the semester for which the student is seeking a change to their academic record.
- b. No more than two petitions in a 24 month period will be considered for a student.
- c. The petition must be complete with a written statement outlining details of the event, preferably typed and/or attached.
- d. A petition will be reviewed on a course by course basis taking into consideration the physical restrictions and/or emotional distress imposed on the student by the event.

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- e. A decision will be based upon supporting documentation. The student must be certain that the attached documentation strongly supports the request.
- f. The adequate supporting documentation must include pertinent dates. Documentation of a generalized nature will not be adequate support for the petition. Originals of documentation submitted will not be returned.
 - i. If the student has been ill, a statement from their healthcare provider must be submitted.
 - ii. If the student's work hours have changed, a signed statement from their employer on company letterhead must be submitted.
 - iii. If there has been a death of an immediate family member (parent, spouse/domestic partner, child, sibling, grandparent), a death certificate is required. In lieu of death certificate, an online obituary or news clipping that lists the student as a family member will suffice.
 - iv. For active duty service members as well as Reservist and National Guardsmen, Coast Guard, and the Office of the Secretary of Defense (OSD) conscripted into or called to active duty, a copy of the student's military ID, and copy of active duty military member's orders showing date of assignment to active duty is required.
 - v. For spouse and dependents of active duty service members as well as Reservist and National Guardsmen, Coast Guard, and Office of the Secretary of Defense (OSD) conscripted into or called to active duty, the verification of the student's dependent status (copy of military ID, marriage or birth certificate, etc.), and a copy of the active duty military member's orders showing date of assignment to active duty is required.
- g. A petition shall be reviewed, a decision rendered, and a communication to the student sent within 15 business days upon the College's receipt of the petition.
- h. The student will be notified by Owens e-mail of the decision from the Records Office.
- i. The approval or denial of the request is made by the appropriate Dean or designee of the student's academic school.
- j. If the petition is approved, the Records Office will issue a grade of "WD" for the course(s) petitioned.
- k. An approved Special Withdrawal Petition may provide a viable option for the student to make a request for an appeal for related fees. Upon the student's request, a Petition for Appeal of Fees with supporting documentation may be completed and timely submitted to Office of Student Financial Services.

Effective Date April 25, 2021