



Name of Policy: Withdrawal from the College
Responsible Department: Office of the Registrar
Responsible Administrator: Registrar
Effective Date: August 1, 2017

POLICY

Students are strongly encouraged to consult with their instructors and advisors prior to any type of withdrawal.

A student may officially withdraw from the college at any time by notifying the Registrar's Office in writing or via their Elms email account. Students may wish to withdraw for reasons including academic, personal, family, and financial issues. For medical-related withdrawals, refer to the Voluntary and Involuntary Medical Leave of Absence and Withdrawal Policy through the Student Health Center.

Students who withdraw after a semester has begun and after the Add/Drop period has ended, will receive grades of 'W' for their courses. 'W' grades carry no Grade Point Average weight, and students do not earn credit.

As with dropping or withdrawing from an individual course, failure for a student to officially withdraw in writing can result in the awarding of "F" grades, and the withdrawal date will be set to the date corresponding to the half-way point for the particular term.

Students are responsible for all charges incurred. For questions about the tuition and fees charged, and any refunds, refer to the Student Accounts Office and the refund policy.

A student who has withdrawn from the college must formally reapply for admission should they wish to return.

NOTE: Financial and veterans aid recipients should check with the Financial Aid Office before withdrawing from a course or from the college. International students on an F-1 visa should consult with the International Programs Office prior to withdrawing from a course or from the college.