

# WITHDRAWAL FROM COURSE AND COLLEGE

## **WITHDRAWAL FROM COURSE BY THE PUBLISHED DEADLINE** (*overall MCLA Policy*):

A withdrawal from a course may occur after the end of the drop period and up to the weekday following the tenth week of the semester (two-thirds completion mark for a 15-week semester). Courses that do not run the full semester will have withdrawal dates that adhere to a weekday following the two-thirds completion point of the course. While it is the ultimate responsibility of the student to be aware of all deadlines for withdrawal, the college will publicize important academic deadlines (such as the withdrawal deadline) to students.

## **WITHDRAWAL FROM INDIVIDUAL COURSES AFTER THE PUBLISHED DEADLINE**

When extraordinary circumstances arise after the published withdrawal date that prevent a student from continuing enrollment, a student may request a late withdrawal from a course. Such examples might include, but are not limited to, death of an immediate family member, extreme personal financial hardship, military deployment or training, or new information about the student's academic progress.

In order to request a late withdrawal from a course, the student must meet with their academic advisor (either in-person or remotely) who will inquire about the reasons for withdrawal and will assist the student in completing the required late withdrawal forms. Supporting documentation, including a detailed letter outlining the reasons for the request, should be attached to the late withdrawal forms. The student must present a compelling reason for this exception in the letter. The student will then present the forms to the Dean of Academic Affairs for a decision regarding course withdrawal. Late course withdrawals are not automatically approved. Any decision(s) reached by the Dean of Academic Affairs are considered final.

## **CONSEQUENCES OF WITHDRAWING FROM INDIVIDUAL COURSES**

- Course withdrawals will be indicated on the student's transcript with a "W" and will not affect the calculation of the student's grade point average.
- Course withdrawals may extend a student's time for degree completion. Students should consult with their advisor regarding implications of course withdrawal and any timeline regarding repeating the course.
- Course withdrawals are subject to the college's refund schedule.
- Course withdrawals may affect eligibility for financial aid, health insurance, participation in extracurricular activities, on-campus housing, and veterans' benefits.
- Approved withdrawals requested by a student are considered final, and students will not be reenrolled.

## **NURSING SPECIFIC WITHDRAWAL FROM COURSE POLICY LANGUAGE** (*in addition to MCLA Withdrawal from Course Policy*):

Withdrawal from a nursing (NURS) course may affect progression in the nursing program as all nursing (NURS) courses must be taken in order of the prescribed curriculum. Students considering withdrawing from a nursing (NURS) course must meet with their nursing faculty advisor prior to initiating a course withdrawal.

## **WITHDRAWAL FROM COLLEGE** (*overall MCLA Policy*):

Students leaving the College must complete a Withdrawal from College form and a brief online survey. Students officially withdrawing before the first day of final examinations will receive a notation of WX in all courses. After this time, students will receive a final grade in all courses.

In adherence to best reporting practices, if a student withdraws from all individual courses during a semester, the student's record will reflect that they have withdrawn from college and must apply for readmission. This is necessary due to financial aid implications and National Student Clearinghouse reporting.

Students are encouraged to meet with Student Financial Services to address any questions related to withdrawals.

Residential students: Please note that the Residency Occupancy Agreement states that a resident who withdraws from the College during the period covered by that Agreement must turn in keys, remove belongings, and arrange for a room inspection within 24 hours from the effective date of the withdrawal/leave. Students processing a withdrawal with an effective date on a weekend will have their meal plan deactivated on the Friday before the effective date.

## **NURSING SPECIFIC WITHDRAWAL FROM COLLEGE POLICY LANGUAGE** (*in addition to MCLA Withdrawal from College Policy*):

Nursing Majors who withdraw in good academic standing (as defined in the College's Academic Standing Policy) from the Nursing Program must request readmission to the program. Requesting readmission to the nursing program does not guarantee readmission. Readmission is dependent on space availability and may require an additional year of study.

Students who have left the Nursing Program or College and are not in good academic standing at the time of departure are not guaranteed readmission to the College or to the Nursing Program. The student must first gain readmission to the College before consideration for readmission to the Nursing Program is given.