



<u>ACADEMIC POLICY</u>  ADAMS STATE COLLEGE	POLICY NUMBER:	PAGE NUMBER
	CHAPTER: Academic Policies	
	SUBJECT: Academic Advising & Required Approvals Complete Withdraws from College	
RELATED POLICIES:	EFFECTIVE DATE: 12/23/2009	
	SUPERSESION:	
	 Dr. David Svaldi President	
OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs		

Complete Withdraws

I. POLICY:

If the student wishes to disenroll from ALL courses for the semester, a COMPLETE WITHDRAWAL should be processed through the Office of Student Affairs. Tuition and fee charges for complete withdrawals will be prorated as per the institutional refund policy which is found in the semester class schedule. Students who receive financial aid and completely withdraw might be required to repay all or a proportionate amount of aid received. Repayment amounts are determined in accordance with federal, state, and institutional regulations and policies.

Students who withdraw from a class receive a non-punitive grade of W and pay regular tuition and fees. In order for a student to disenroll from a class after the deadline for drop or withdrawal as set by the registrar, they must obtain permission from their advisor, the instructor, the department chair of the area in which the course is offered, and the APAA.

Students requesting a late withdrawal must demonstrate legitimate and extenuating reasons for not having dropped or withdrawn prior to the deadlines. Students who are eligible for the COF stipend will have reduced their available COF hours upon withdrawal by the total number of hours from which they have withdrawn.

II. PURPOSE:

The purpose of this policy is to define the procedures for processing a complete withdraw from Adams State College.

III. DEFINITIONS:

- A. Off-campus Students: A student who is enrolled in a program of study that is being offered off-site via technology or face-to-face at a remote location.
- B. On- campus Students: A student who is enrolled in a program of study that is offered on-site in Alamosa either face-to-face or via technology.
- C. Office of Student Affairs: The Office of Student Affairs oversees the Division of Student Affairs and provides absence notifications to faculty, information and mediation regarding academic probation & suspension, interpretation of our Code of Conduct, facilitation of complete withdrawals from ASC, information regarding immunizations, etc.
- D. Complete Withdrawal: A student's choice to officially cease attending all classes enrolled in and to leave the college for a given term.
- E. Late Withdrawal: To obtain special permission to withdraw from a course or courses after the withdrawal deadline for the semester as set by the registrar.
- F. Registrar: The college official responsible for keeping records of such things as student enrollments, creation of courses, examination results, etc.

CHAPTER:	SUBJECT	POLICY #	
Academic Policy	Academic Advising & Required Approvals/Complete Withdraws		EFFECTIVE 12/23/09

G. **Withdraw:** To cancel one's enrollment in a class or classes after the last day to drop a class (census date) but before or on the last day to withdraw. Students who withdraw from a class receive a non-punitive grade of W and pay regular tuition and fees. A withdrawal may be processed without special permission.

H. **Drop:** To cancel one's enrollment in a class or classes before the census date or first 15 percent of the course (add/drop deadline). All dropped courses for the semester will be removed from the student's transcript. Tuition and fees will also be removed as long as the student remains enrolled in at least one class.

IV. PROCEDURES:

On-Campus Students

- A. If the student is on-campus, he/she will need to come to the Office of Student Affairs and sign a Complete Withdrawal Form stating the student would like to withdraw from all of their on-campus courses.
- B. The Business Office will let the student know if they are eligible for a tuition refund.

Off-Campus Students

- A. If the student is in an off-campus program, he/she will need to send a letter with the following information provided: reason for withdrawing, date, Student ID Number and signature. Letters, emails and faxes are acceptable forms of notification.
- B. The Student Affairs Office will process the paperwork to withdraw the student from their on-campus classes.
- C. The Business Office will process a tuition refund when appropriate.

V. RESPONSIBILITY:

- A. It is the student's responsibility to submit the appropriate required information.
- B. The Office of Student Affairs will process completed paperwork.
- C. The Business Office will process tuition refunds as appropriate.

VI. AUTHORITY:

VII. HISTORY:

June 8, 2009
December 23, 2009

VIII. ATTACHMENTS:

Complete Withdrawal Form