

OWENS COMMUNITY COLLEGE
Procedures

**Course Withdrawal
PROCEDURES:**

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

1. A student may withdraw from a course no later than the date established by the Records Office.
2. The last day to withdraw from a course is established by the Records Office and posted to the College website. Link: https://www.owens.edu/records_reg/index.html and select the semester under "Important Dates."
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.
4. 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.

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.

5. 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 inactive.
 - a. If the student wishes to re-enroll after the college record is inactive, the student will be required to submit a readmit/reactivate 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.
 - b. The student will follow all curriculum requirements for the academic programs, degrees, and certificates as listed in the current catalog of record.
6. A student may petition for a Special Withdraw 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), 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 Withdraw Petition must be filed by the last day of the semester, immediately following the semester for which the student is seeking a change to his or her academic record.
- b. No more than 2 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 class by class basis taking in to consideration the physical restrictions and/or emotional distress imposed on the student by the event.

- e. A decision will be based upon supporting documentation. The student must be certain that the attached documentation strongly supports the request.
- f. In addition to the outline statement, 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 his or her allied healthcare professional must be submitted.
 - ii. If the student's work hours have changed, a statement from his or her 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 obituary or news clipping that lists the student as a family member will suffice.
 - iv. For adult members (spouse and college age children) of active duty servicemembers 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.
 - v. For active duty servicemembers 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.
- g. A petition shall be reviewed, a decision rendered and a communication to the student shall be completed 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 of the request is made by the appropriate Dean of the Student's school or designee.
- j. If the petition is granted, the Records Office will issue a grade of "WD" for the course(s) petitioned.

These procedures were reviewed by the Academic Standards Committee for implementation through the Office of the Provost.

Any changes to the procedures must be submitted to the Board Secretary for President's Cabinet review.

These procedures conform to the POLICY amended by the Board of Trustees on August 6, 2013, and said policy has been filed with the State of Ohio Electronic Rule Filing with the policy effective date of August 17, 2013.