POLICY TITLE
Student Withdrawal

POLICY NUMBER
3.3

PRIMARY RESPONSIBILITY
Student Affairs

CREATION / REVISION / EFFECTIVE DATES
Created November 2010/Effective immediately; revised Summer 2017/Effective immediately

PURPOSE
Students may find that withdrawal from a course or courses is the best course of action. This policy defines when students may withdraw and the effects of a withdrawal on a student’s record.

ORGANIZATIONAL SCOPE OR AUDIENCE
Faculty, staff, students

DEFINITIONS
Withdrawal: As opposed to a drop, a withdrawal from a course is reflected on a student’s transcript with a status code denoting withdrawal.

POLICY
From the end of the 100% refund period to the end of the week marking the completion of 75 percent of the course, a student may withdraw from a course either online or by filing a change of enrollment form with the Registrar’s Office. Records of students withdrawing from courses indicate a “W” status rather than a grade when the withdrawal process is complete. A student who ceases to attend class after the last day to withdraw will receive a grade commensurate with course requirements.

PROCEDURE
Upon receiving notification of a student’s intention to withdraw, a status code of “W” will be placed on each course from which the student withdraws. Campuses/Sites will ensure that the withdrawal dates are correctly followed by correctly setting the start/end dates for these actions in the student information system.

Withdrawing from class may affect or cancel financial assistance. Students should be counseled to check with the Financial Aid office before withdrawal from a course or courses.
REFERENCES
Ivy Tech Course Catalog  http://www.ivytech.edu/academics/course-catalog.html
4.8 – Attendance Expectations and Reporting Status

RESOURCE PERSON
Vice Chancellor for Student Affairs
Vice Chancellor for Academic Affairs