

WITHDRAWAL

Students can withdraw from classes using MyCampus, but should first consult with their instructor, academic advising and financial aid/ veterans services/ any external source of financial aid assisting them in paying for college. The last day to withdraw from a regularly scheduled semester class is Friday of the 12th week of the semester. The withdrawal notification form must be submitted by the last day to withdraw from the term (published in the academic calendar and typically the 75% point of time in the course). Students in special populations (e.g., students enrolled in allied health and nursing clinicals, College Credit Plus students, etc.) may have different withdrawal procedures and should consult with Enrollment Services. Withdrawal from the College consists of withdrawing from all enrolled courses. Students who withdraw from all courses cease to be LCCC students for the semester from which they have withdrawn.

A student who stops attending any class without following the withdrawal procedure continues to be enrolled with the exception of those students who have been issued a failure administrative withdrawal (FAW) grade. For withdrawn classes, a grade of W will be assigned, and no refund of instructional or any other fees will be considered.

Withdrawals from credit courses offered differently than the traditional semester calendar (dynamically dated courses) will be calculated proportionately to and consistent with institutional policy.

Impact of Withdrawals

Withdrawal from class(es) may reduce a student's financial aid funding, veteran's funding, student account balance or academic plan. Students should check with the following to determine the financial and academic impact of a course withdrawal.

Tuition Refund Schedule (<https://www.lorainccc.edu/policies/campus-policies/tuition-refund-policy/>)

Student Financial Aid (<https://www.lorainccc.edu/paying-for-college/return-title-iv-funds-policy/>)

Veterans Services (<https://www.lorainccc.edu/veterans/>) (if receiving benefits)

Academic Advising (<https://www.lorainccc.edu/admissions-and-enrollment/>)

Administrative Withdrawal

Students with documented, extenuating circumstances may be eligible for an administrative withdrawal by the dean of the division in which the course or courses are taught. The request for an administrative withdrawal must be made in writing to the dean of the division with any supporting documentation using the administrative withdrawal form or use Administrative Withdrawal: Course Currently in Progress (<https://www.lorainccc.edu/admissions-and-enrollment/administrative-withdrawal-courses-currently-in-progress/>). This must occur before the last official day of the semester. After the last official day of the semester, the registrar will review withdrawal requests submitted using the past term administrative withdrawal form (<https://www.lorainccc.edu/admissions-and-enrollment/administrative-withdrawal/>).

Aligned with LCCC's records retention policy, administrative withdrawals can be requested within three years of the term in which the course(s) were taken. Per LCCC's records retention policy, a student's final

transcript is considered final and indisputable within three years following any term of enrollment.

Extenuating circumstances should meet one of the following criteria:

1. Those that interfere with a student's ability to attend class resulting in an inordinate number of absences.
2. Prevent a student from withdrawing from the class before the withdrawal deadline.

Extenuating circumstances should be supported with appropriate documentation and should follow these guidelines:

- Documentation should be signed, dated, and on organization (employer, doctor, court, etc) letterhead.
- Can include (but are not limited to):
 - Court documents
 - Medical documents
 - Signed and dated letter from employer
 - Signed and dated letter from doctor
 - Document issued by a third party, such as a school, hospital, company, etc.

Documents that are handwritten and from friends, coworkers, neighbors, etc., are not accepted as support for an administrative withdrawal. Documents provided must align with the dates and extenuating circumstances stated in this form.

Failure Administrative Withdrawal (FAW)

Students are expected to be "actively pursuing course completion" and participating in the class throughout the semester. Through the midterm grade process, faculty may initiate a failure administrative withdrawal grade of FAW for those students who are not actively participating in the course and who are not providing evidence of course completion. "Active pursuit of course completion" is a combination of attendance, participation, completion of assignments and other activities outlined in the course syllabus. Please note: The "pursuit" measure only applies to effort, not grades. So a student who is showing up and taking tests, but failing them, would not receive an FAW grade and would remain in the class. Faculty may award an unearned F grade by issuing a final grade of FAW for a student who stopped attending.

Students who receive the FAW grade will have failed the course, owe the course tuition and fees and be administratively withdrawn from the course once midterm grades are posted. The FAW grade will be reflected on the student's official LCCC transcript and will be calculated as an F grade with 0.00 credit points per semester hour. Students who believe they have received the FAW grade in error should contact the course instructor. Students have the right to appeal all grades. Details on the appeal process can be found in Grade and Course Expectation and Appeals section of the Catalog.