

circumstances. Consult the Dean of Counseling for more information.

Withdrawals do not affect the students' grade point average; however, excess withdrawals may affect (1) progress or dismissal status, (2) full-time enrollment status, (3) eligibility for financial aid and other benefits, and (4) athletic eligibility.

### 3. Instructors' Withdrawal Option

Students who miss the first meeting of a course may be dropped by the instructor. In addition, an instructor may initiate a drop if the student is absent for a total of four (4) consecutive or six (6) cumulative instructional periods and/or two (2) consecutive weeks of instruction.

Instructors may drop students with a no grade of record when they submit their online opening day roster or census roster. Drops submitted on the Withdrawal Roster are recorded with "W" (withdrawal) and appear on students' transcripts; they are subject to appropriate enrollment fees and/or tuition fee.

Instructor initiated drops may be submitted through the Withdrawal deadline date. Instructor Initiated Student Drop cards are available in division offices or at the Faculty Assistance window in Admissions and Records.

### 4. Extenuating Circumstances-Initiated Withdrawals

After the first 75% of a course has elapsed until the last day of classes (before finals), a student may receive a "W" only by petition. Petitions are available in the Counseling Office.

Documentation must be presented verifying the situation, the instructor must approve and verify that the class is being passed with a minimum of a "D" grade, and the Dean of Counseling must approve the request. Circumstances that will be considered are acute medical problem, acute personal or family problem, employment related problem, or other similar circumstances preventing a student from completing the class.

### 5. Disciplinary Reasons

The active enrollment of a student in a class may not be terminated by the instructor for disciplin-

ary reasons. However, the Vice President, Student Services, may suspend a student.

Only the Board of Trustees can exclude a student from attendance.

Faculty members experiencing disciplinary problems warranting the removal of a student by suspension or exclusion should involve their Dean, who will involve the Vice President, Student Services, as soon as possible.

### 6. Total Withdrawal From College

Students who intend to withdraw from the college must initiate withdrawal procedures for each class in which they are enrolled. Students are held accountable for clearing all obligations with the college, including fees owed, library books, equipment, and lockers. The deadline for withdrawal from classes with a guaranteed "W" is listed in the *Class Schedule*.

### 7. Reenrollment in Class

An instructor who desires to re-enroll a student in his/her class must complete a Petition for Reenrollment in Class card at the Admissions and Records Office. This should be done immediately so that the student's program of studies is as accurate as possible. Also, it is important to have all students officially enrolled when processing attendance reports, which form the basis for state funding.

### 8. Warning for Substandard Grades

An instructor should warn a student if he/she is receiving a substandard grade ("D" or "F"). This is especially important in classes that are prerequisites.

### 9. Mid Term Progress Report

In the 6th week of instruction, Mid Term Progress Reports are available online to all instructors teaching on-campus full-term classes. This process is a mechanism designed to provide intervention assistance to students who may be experiencing academic difficulties. Instructions will accompany reports. Faculty participation is important.