

SECTION: STUDENTS

SUBJECT: Total Withdrawal

Background: Students must submit a total withdrawal form to officially remove themselves from all courses. A process must be followed to alert appropriate business offices of the student's departure from the institution.

Point of Contact: Registrar & Records

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: Student Accounts, Financial Aid, Student Counseling, Human Resources, Residence Life, Public Safety, Title IX Coordinator

Date of approval by LCSC authority: 02/03/2022

Date of State Board Approval: n/a

Date of Most Recent Review: 01/31/2022

Summary of Major Changes incorporated in this revision to the policy: Removed Division Chair signature requirement for Late Total Withdrawal petitions and otherwise updated to reflect current Title IX guidelines.

PURPOSE: This policy offers students guidance regarding how and when they may withdraw from all courses within a semester.

1. Policy

- A. Students withdrawing from all enrolled courses (Total Withdrawal) must do so before the last day to withdraw from the semester (see academic calendar for exact date). A grade of "W" will be entered on the permanent transcript for each withdrawn course. Students who fail to complete the official withdrawal process will be considered enrolled and will be graded accordingly. Neither LCSC faculty nor staff will initiate the withdrawal of a student on the basis of non-attendance, unless the student is medically incapacitated or a harm to themselves or others, see policy 5.301 for Administrative Student Withdrawal (Involuntary).
- B. A student may not totally withdraw from all courses in a term if any of the classes in the respective term have been graded. Students who have totally withdrawn from all courses for a term will not be allowed to register for any subsequent classes in the same term.
- C. Receiving a "W" on a transcript is a permanent notation indicating withdrawal from a course; it does not affect a student's GPA. Because it is an official part of the student record, it will not be removed from the transcript or altered in any way.

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- D. Students under disciplinary investigation for most student code of conduct violations may submit a Total Withdrawal Form understanding that:
 - i) A hold may be placed on the student's account prohibiting the order of official transcripts until completion of the investigation and adjudication.
 - ii) If the student is found responsible after the investigation and adjudication, a notation may be placed on the student's transcript stating, "Withdrew with student code of conduct charges pending, and subsequently expelled after a finding of responsibility for a student code of conduct violation." See Policy 5.301 Administrative Student Withdrawal (Involuntary).
- E. If a student under disciplinary investigation for alleged violations of the policy prohibiting discrimination, sexual harassment and retaliation permanently withdraws from the college, the investigation/resolution process ends, as the college no longer has disciplinary jurisdiction over the withdrawn student.
- F. If the student under investigation only withdraws or takes a leave for a specified period of time (e.g., one semester), the resolution process may continue remotely and that student is not permitted to return to the college unless and until all sanctions have been satisfied.
- G. During the resolution process, the college may put a hold on a student's transcript or place a notation on a student's transcript indicating that a disciplinary matter is pending.
- H. A student who withdraws may be eligible for a refund of tuition, fees, housing payments and any other amounts. Refunds will be made in accordance with applicable college policies and procedures. Return to Title IV (R2T4) calculations for any financial aid received will be made in accordance with Federal regulations and applicable college policies and procedures.

2. Procedures

- A. To withdraw from the institution, students must log on to WarriorWeb and submit a Total Withdrawal Form. If WarriorWeb is not available, students may request a withdrawal using LCMail sent to the Registrar and Records Office at registrar@lcsc.edu.
- B. Students seeking to totally withdraw from all courses after the deadline (through the petition process) must secure signatures or emails sent from an official college email account from EACH faculty member from each class enrolled in before forwarding the petition form to the Registrar & Records Office.