

Applies to: All students

Responsible Office

Gateway

POLICY STATEMENT

A student who wishes to discontinue a course after the drop period has ended may withdraw by the published deadlines for each semester, term, and flexibly scheduled course. Drop and withdrawal deadlines for **semester** and **term courses** are published on the college’s academic calendar available on COTC’s website. Deadlines for **flexible courses** are available on the website.

Withdrawing from courses during the prescribed period may have serious consequences for academic progress to the degree and for financial aid eligibility. Students should consult with their instructor, academic advisor, financial aid advisor, and a representative from the Office of Fees and Deposits before withdrawing from a course.

Purpose of the Policy

This policy defines the various types of course withdrawals at COTC and outlines the process for completing the enrollment termination.

Definitions

Term	Definition
Census date	The census date is 20 percent of class time meeting. For flexibly scheduled courses, the census date is manually calculated based upon the number of meeting hours. For semester and term courses, the census date is figured with the production of the official academic calendar. For semesters, the census date is the 15 th day of the semester. For Term courses, it is the 4 th day of the term.
Courses:	<i>Scheduled courses have individual section withdrawal dates. Students follow the Fees & Deposit deadlines to avoid any additional penalties.</i>
Semester courses	Any section that begins the first week of the semester (days 1 thru 7) and ends the last week of the semester (last seven days – which includes the final exam days).
First Term courses	The first term of an Autumn or Spring Semester is the first 7 weeks of the Semester. The First Term begins on the first day of the Semester and ends on the Sunday of the 7 th week (academic weeks begin on Monday thus Sunday is the end of the week). For Summer Semesters, the First Term is the first 6 weeks of the Semester. The First Term for Summer begins on the first day of the Semester and ends on the Sunday of the 6 th week of the Semester.
Second Term courses	The Second Term of an Autumn or Spring Semester begins on Monday of week 9 of the Semester (there is a one week break between First and Second Terms) and ends 7 weeks after the beginning term. This is typically the Sunday of the last week of the Semester. Spring Semester has Spring Break Week which is not counted in weeks making up a Semester. For Summer Semesters, the Second Term begins on Monday of week 7 of the Semester and ends on the last day of the Semester.
Flexible courses	Any course not meeting as a Semester, First Term or Second Term course is designated as a flexible course. NOTE: College Credit Plus (CCP) courses may be flexible courses.
Drop	The term "drop" refers to an action taken by a student prior to the census date of the fall or spring semester or summer sessions to remove a course from his/her transcript. A student may be financially responsible for dropped courses in accordance with the refund policy.
Extenuating circumstances	A collection of documented evidence demonstrating a student’s circumstances for non-attendance for a course. Extenuating circumstances are narrowly interpreted to mean the development of unforeseen, unexpected circumstances beyond a student’s control. Examples of extraordinary circumstances include serious illness, death in the immediate family, significant change in the location and/or conditions of

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	employment, an unexpected call to active military duty or extended periods of temporary duty (TDY), or a documented administrative error that affected the student's enrollment in one or more courses. Mere inconvenience and/or discomfort with the academic workload, minor schedule changes in employment, internet connectivity issues, etc. do not meet the definition of extraordinary, mitigating or extenuating circumstance.
Retroactive withdrawal	The term "retroactive withdrawal" refers to an approved petition to withdraw from a course due to extenuating circumstances beyond the student's control. If the retroactive withdrawal is approved back to the drop period, the course is not noted on the student's official transcript. If approved retroactively to within the published withdrawal deadlines, the course is recorded on the transcript with the notation of "W" grade. A <i>Request for Review of Fee Refund and/or Retroactive Withdraw Form</i> must be filed after the withdrawal period of a given term up to 60 days after the end of the semester in which the student is seeking an excused withdrawal. A student may be financially responsible for courses from which he/she has been withdrawn retroactively.
Administrative withdrawal	Withdrawal of a student from a course(s) by the college based on non-attendance (as reported by the faculty member) or non-payment by the census date.
Withdraw	The term "withdraw" refers to an action taken by a student to discontinue enrollment in a course after the drop period as defined in the academic calendar. The course is recorded on the transcript with the notation of "W." A student is financially responsible for courses from which he/she has withdrawn.

Policy Details

- I. Once enrolled in a class, a student is considered a member of that class until he or she officially drops or withdraws in accordance with institutional policy. Failure to attend class; verbally notifying a fellow student, staff, or faculty member of an intent to withdraw from class; stopping payment on a check; or failure to pay the semester bill does not constitute a drop or withdrawal. Failure to withdraw properly will result in the issuance of the earned grade and responsibility for payment in full.
- II. Students who receive any form of Federal Title IV assistance and who withdraw may be required by federal regulations to return some or all of the federal aid received.
- III. Specific deadlines to **drop** or **withdraw** from semester and term course sections are listed on the COTC Academic Calendar. Deadlines for flexible courses are available on the website (see Resources below).
- IV. Dropping Courses: Withdrawing from a course during the course drop period is referred to as dropping a course. The course drop period is published in the academic calendar. Due to the accelerated format, the drop period for the term and flexibly scheduled courses is shorter. Refer to the academic calendar for specific dates. Course(s) that are dropped do not appear on the official transcript. When a student drops a course, tuition is adjusted in accordance with the college's Tuition Refund policy.
- V. Withdrawing From Courses: After the course drop period, students have the right to withdraw from one, several, or all courses through the last day to withdraw date as published in the academic calendar. For students who withdraw by the withdrawal deadline, a "W" will be recorded on the transcript and will count as a course attempt, but will not be factored in to the GPA calculation. Tuition adjustments for withdrawals are made in accordance with the Tuition Refund policy.
- VI. Withdrawals will not be processed after the last day to withdraw deadline.
- VII. If there are **extenuating circumstances**, a student may submit a request for review of fee refund and/or retroactive withdrawal. If the retroactive withdrawal is approved back to the drop period, the course is not noted on the student's official transcript. If approved retroactively to within the published withdrawal deadlines, the course is recorded on the transcript with the notation of "W" grade.
- VIII. Students may be administratively withdrawn from any courses for non-attendance or non-payment. Non-attendance is considered if the student does not attend the course during the defined **census period**.
- IX. Students who withdraw from all course sections do not have to reapply for admission to the college if they wish to return.

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- X. Refunds are processed through the Fees and Deposits Office. The tuition refund policy is available on the college's website or in the Fees and Deposits Office.

PROCEDURE

- I. Dropping a course section(s)
- A. Students are encouraged to discuss dropping any course(s) with their instructor, academic advisor, financial aid advisor, and a representative from the Office of Fees and Deposits.
 - B. Requests to drop a course must be in writing and will not be accepted by telephone. Students are required to personally complete, sign and date all drop information.
 - C. During the first five (5) days of each semester course and during the first three (3) days of each term course students are permitted to drop a course(s) through the self-service system (MyCOTC) OR, anytime during the drop period, by submitting the completed *Schedule Change* form to the Gateway, emailing the form as an attachment through their COTC email account to COTCadvising@cotc.edu, or faxing to (740) 366-9160. Confirmation of receipt is the responsibility of the student.
- II. Withdrawing from a course(s)
- A. Any student planning to withdraw (after the drop date) from a course will meet with an academic advisor and a financial aid advisor to discuss academic implications.
 - B. A change in enrollment status or withdrawal from the college may result in the student having to repay financial aid from which he/she received assistance. In addition, the student may owe fees to the college after funds are returned to the financial aid programs. Students receiving financial aid are encouraged to speak to the Office of Financial Aid prior to withdrawing from courses.
 - C. Students are encouraged to speak to a representative of Fees and Deposits before making a change in enrollment or withdrawing from the college. Students may still be responsible for all or a portion of their tuition charges based on the guidelines set forth in the Tuition Refund policy. Specific tuition refund dates are published each semester on the Fees and Deposits portal pages.
 - D. Requests to withdraw from a course must be in writing and will not be accepted by telephone. Students are required to personally complete, sign and date all withdrawal information.
 - E. Students must complete the withdrawal process by submitting the completed *Schedule Change* form to the Gateway, emailing the form as an attachment from their COTC email to COTCadvising@cotc.edu, or faxing to (740) 366-9160. Students are required to personally complete, sign and date all withdrawal information. Confirmation of receipt is the responsibility of the student.
 - F. To withdraw from all courses, the student must complete the *Withdrawal* form that is available through myCOTC.
 - G. Completed forms require the signature of the student and an advisor before processing by the Gateway Student Records.
 - H. A student is not eligible for a refund until all Federal Title IV programs and other grants and scholarships are reimbursed as required and all outstanding balances with the college have been cleared.
- III. Retroactive withdrawal for extenuating circumstances
- A. Students must complete the *Request for Review of Fee Refund and/or Retroactive Withdraw* form, obtained from an academic advisor or Gateway manager, attach supporting documentation and submit the request to the Gateway.
 - B. Withdrawing from class may affect or cancel financial assistance. Students receiving financial assistance should check with the Office of Financial Aid before withdrawing from a course or courses.
 - C. The request is forwarded to the Gateway Manager – Records/Registrar who convenes a committee comprised of representatives from the offices of Fees and Deposits, Financial Aid, and Gateway - Records to review the request. The committee submits its recommendation to the Vice President for Academic Affairs.

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- D. Within 10 days of receipt of the recommendation, the Vice President for Academic Affairs makes the final determination on the retroactive withdrawal and fee refund request. The Director of Academic Operations in the Office of Academic Affairs notifies the student of the decision and sends the request forms back to the Gateway Manager – Records/Registrar for processing.
 - E. Students disagreeing with the decision regarding their retroactive withdrawal request should first discuss those concerns with a Gateway representative. Students who remain unsatisfied with that decision may appeal the outcome of a withdrawal request by submitting a formal appeal via email to the Vice President for Academic Affairs. The appeal should directly address why the initial decision was in error and the student’s desired outcome. Failure to withdraw or drop a course by the published deadlines or non-attendance is not an appealable event.
 - F. The Vice President for Academic Affairs will present the appeal documents to the president who shall make the final determination to approve or deny the appeal. The decision of the president is final. The president’s office informs the Vice President for Academic Affairs and the Gateway – Student Records office of the decision.
 - G. The Director of Academic Operations in the Office of Academic Affairs informs the student of the final determination.
 - H. The Gateway Manager – Records/Registrar notates the decision in the student’s electronic record and notifies the offices of Fees and Deposits, Financial Aid, and Institutional Research and Effectiveness.
- IV. Administrative withdrawal for non-attendance or non-payment
- A. For non-attendance, an early alert notification will be made to the student after the first week of being reported as never attending. If, in fact, the student referenced in the alert did attend during the week, it is the student’s responsibility to contact the instructor immediately to change the attendance record. If the student is confirmed as never attended as of the census date, he/she will be administratively withdrawn with no further warning.
 - B. Faculty members report student non-attendance during the census period through the college’s Learning Management System.
 - C. For non-payment, students who are identified as being in an unpaid status after the tuition and fees deadline may be subject to being administratively withdrawn from courses up to the census date.
 - D. The Bursar identifies the students in an unpaid status to the Gateway Manager – Records/Registrar.
 - E. The Gateway Manager – Records/Registrar updates the students’ records to administratively withdraw students who have been marked as never attending courses or who are in an unpaid status, and notifies by email those students to let them know they have been administratively withdrawn from their classes.

Responsibilities

Position or Office	Responsibilities
Student	<ol style="list-style-type: none"> 1. Discuss dropping or withdrawing from any course(s) with instructor, academic advisor, and financial aid advisor. 2. Complete the <i>Schedule Change</i> form to request approval to drop a course(s) in accordance with established deadlines and submit to the Gateway. To withdraw from all courses, complete the <i>Withdrawal</i> form. For retroactive withdrawals due to extenuating circumstances, complete and submit to the Gateway the <i>Request for Review of Fee Refund and/or Retroactive Withdraw</i> form, along with supporting documentation. To appeal a retroactive withdrawal decision, submit documentation outlining why the initial decision was in error and the desired outcome to the Vice President for Academic Affairs.
Academic Advisor	<ol style="list-style-type: none"> 1. Discuss academic implications of dropping course(s) with the student and update academic plan in the Student Information System (SIS), if needed. 2. Receive <i>Withdrawal Request</i> and <i>Schedule Change</i> forms from student. 3. Process requests to drop a course up to census date. 4. For retroactive withdrawals and appeals, review documentation with student and make recommendation on request to the Gateway Manager – Records/Registrar.

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Faculty	<ol style="list-style-type: none"> 1. Discuss request to drop course with student, as requested. 2. Report student non-attendance through the college's Learning Management System.
Gateway Manager – Records/Registrar	<ol style="list-style-type: none"> 1. Update student record for withdrawals. For retroactive withdrawals, notify the offices of Fees and Deposits, Financial Aid, and Institutional Research & Effectiveness. 2. Run the process to administratively withdraw students from course for non-payment or based upon notification by faculty member of non-attendance, and notify by email those students to let them know they have been administratively withdrawn from their classes. 3. Convenes the retroactive withdrawal review committee and forward recommendations to the Vice President for Academic Affairs.
Retroactive withdrawal review committee	<ol style="list-style-type: none"> 1. Review requests for refunds and/or retroactive withdrawals. 2. Makes recommendations on requests to the Vice President for Academic Affairs.
Vice President for Academic Affairs	<ol style="list-style-type: none"> 1. Review and makes final determinations on retroactive withdrawal requests. 2. Notify Gateway Manager – Records/Registrar of final determination. 3. Facilitates the appeal process with the Office of the President.
Director of Academic Operations	<ol style="list-style-type: none"> 1. Notifies Gateway Manager – Records/Registrar and student of outcome of request for retroactive withdrawal request or appeal.
Office of Fees & Deposits	<ol style="list-style-type: none"> 1. Discusses with student tuition adjustments resulting from withdrawal of course(s). 2. Review and update student accounts based upon registration activity. 3. Provides Gateway Manager – Records/Registrar list of students in an unpaid status.
President	<ol style="list-style-type: none"> 1. Make final determination on student appeal for retroactive withdrawal and/or refund and notify the Vice President for Academic Affairs and the Student Records office of the decision.
Office of Financial Aid	<ol style="list-style-type: none"> 1. Discuss with student implications of withdrawal from course(s) on awarded financial aid. 2. Review and adjust financial aid status on student record.

Resources

Academic Calendar <http://www.cotc.edu/Academics/Pages/Academic-Calendar.aspx>

Schedule Change form

<http://www.cotc.edu/Admissions/Documents/Course%20Registration%20and%20Schedule%20Change%20Form.pdf>

Student Financial Aid Enrollment Change Policy <http://www.cotc.edu/Admissions/Pages/Enrollment-Change-Policy.aspx>

Managing Your Refund <http://www.cotc.edu/Admissions/Pages/Tuition-and-Fees.aspx>

Tuition Refund policy <http://www.cotc.edu/Admissions/Documents/Tuition%20Refund%20Policy.pdf>

Drop and withdrawal deadlines for flexible courses <http://www.cotc.edu/Admissions/Pages/Tuition-and-Fees.aspx>

Contacts

Subject	Office	Telephone	E-mail/URL
Policy interpretation	The Gateway – Student Records office	(740) 366-9222	Rine.60@cotc.edu
Tuition refunds	Fees and Deposits office	(740) 366-9232	feesanddeposits@cotc.edu
Withdrawal implications on Title IV/financial aid awards	Office of Financial Aid	(740) 366-9435	finaid@cotc.edu

History

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