

Applies to: All students.

Responsible Office

Gateway-Enrollment Management

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. The college reserves the right to administratively withdraw any student who is not in a paid status or marked as never attending by the course census date.

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, and student financial specialist 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
Attendance	Active participation in course-related activities, which may include physically attending class, submitting assignments, participating in academic discussions, or initiating contact with the instructor regarding course content. Logging into Canvas, viewing assignments, or emailing an instructor about an absence is not classified as attendance.
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 deadlines established by Student Financial Services 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 a semester is the first 8 weeks of the semester. The first term begins on the first day of the semester and ends on the Sunday of the 8 th week (academic weeks begin on Monday thus Sunday is the end of the week).
Second term courses	The second term of autumn or spring semester begins on Monday of week 9 of the semester and ends 8 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 the weeks making up a semester. For summer semesters, the second term begins on Monday of week 5 of the semester and ends on the last day of the semester. There is an overlap of the first and second term for summer semester due to the shortened length 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 designated as flexible courses.

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Drop	An action taken by a student prior to the census date of a semester 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	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 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 circumstances.
Retroactive withdrawal	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.
Withdraw	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; or verbally notifying a fellow student, staff, or faculty member of an intent to withdraw from class does not constitute a drop or withdrawal. Failure to withdraw properly will result in the issuance of the earned grade.
- 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 the federal financial aid received.
- III. Specific deadlines to **drop** or **withdraw** from semester and term course sections are listed on the 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 into 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.

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- 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 the next semester.
- X. Refunds are processed through Student Financial Services. The Tuition Refund policy is available on the college's website.

PROCEDURE

- I. Dropping a course section(s)
 - A. Students are encouraged to discuss dropping any course(s) with their instructor, academic advisor, student success coach, and student financial specialist.
 - B. Requests to drop a course will not be accepted by telephone. Students must either email their academic advisor using their COTC email address requesting to drop or submit the "Schedule Change Form" online.
 - 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 Student Planning (MyCOTC) OR, anytime during the drop period, by submitting the "Schedule Change Form" online. Students can also email their academic advisor from their COTC email account requesting to drop.
- II. Withdrawing from a course(s)
 - A. Students planning to withdraw (after the drop date) from a course will connect with an academic advisor and a student financial specialist to discuss academic and financial implications.
 - B. A change in enrollment status or withdrawal from the college may result in the student having to repay financial aid. Students receiving financial aid are encouraged to speak to Student Financial Services prior to withdrawing from courses.
 - C. Students are encouraged to speak to Student Financial Services 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 Student Financial Services webpage.
 - D. Requests to withdraw from a course will not be accepted by telephone.
 - E. Students must complete the withdrawal process for individual courses or full semester withdrawal by submitting the "Schedule Change Form" online or emailing their academic advisor from their COTC email account.
 - F. 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, 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 Student Financial Services before withdrawing from a course or courses.
 - C. The request is forwarded to the registrar who convenes a committee comprised of representatives from Student Financial Services and Gateway-Student Records to review the request. The committee submits its recommendation to the appropriate academic dean.
 - D. Within 10 days of receipt of the recommendation, the academic dean makes the final determination on the retroactive withdrawal and fee refund request and sends the outcome to the registrar. The registrar notifies the student of the decision and processes the withdrawal if applicable.
 - E. Students disagreeing with the decision regarding their retroactive withdrawal request should first discuss those concerns with an academic advisor. Students who remain unsatisfied with that decision may appeal the outcome of a withdrawal request by submitting a formal appeal via email to the registrar. The appeal should

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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 registrar will present the appeal documents to the provost who shall make the final determination to approve or deny the appeal. The decision of the provost is final. The provost office informs the registrar of the decision.
 - G. The registrar informs the student of the final determination.
 - H. The registrar notates the decision in the student’s electronic record and notifies the offices of Student Financial Services and Institutional Research and Effectiveness.
- IV. Administrative withdrawal for non-attendance or non-payment
- A. A student success coach contacts students if they are identified as not attending by the census date of the course. If the student did attend by the census date, it is the student’s responsibility to contact the instructor immediately to change the attendance record. If the student is confirmed as never attending as of the census date, he/she will be administratively withdrawn with no further warning. Students administratively withdrawn for non-attendance cannot reregister for the course(s).
 - B. Faculty members report student non-attendance during the census period through the Ellucian Roster Verification 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. Students administratively withdrawn for non-payment can reregister prior to the census date once payment arrangements have been made.
 - D. The assistant director of student accounts in Student Financial Services identifies the students in an unpaid status and reports them to the registrar.
 - E. The 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 those students by email to let them know they have been administratively withdrawn from their classes.

Responsibilities

Position or Office	Responsibilities
Student	<ol style="list-style-type: none"> Discuss dropping or withdrawing from any course(s) with instructor, academic advisor, student success coach and student financial specialist. Complete the <i>Schedule Change Form</i> online to request to drop or withdraw from a course(s) or email an academic advisor from the student’s COTC email account in accordance with established deadlines. For retroactive withdrawals due to extenuating circumstances, complete and submit the <i>Request for Review of Fee Refund and/or Retroactive Withdraw Form</i> online, 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 registrar.
Academic Advisor	<ol style="list-style-type: none"> Discuss academic implications of dropping or withdrawing from course(s) with the student and update academic plan in Student Planning, if needed. Receive drop requests from students. Process requests to drop a course up to census date or forward to the Gateway-Student Records for processing prior to the drop deadline. For retroactive withdrawals and appeals, review documentation with students and make recommendations on request to the registrar.
Student Success	<ol style="list-style-type: none"> Notify students of absences during the census period which may result in administrative withdrawal for non-attendance.
Faculty	<ol style="list-style-type: none"> Discuss request to drop course(s) with students, as requested. Report students’ non-attendance through the Ellucian Roster Verification system.

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Registrar	<ol style="list-style-type: none"> 1. Update student record for withdrawals. For retroactive withdrawals, notify the offices of Student Financial Services and Institutional Research and 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 those students by email to let them know they have been administratively withdrawn from their classes. 3. Convene the retroactive withdrawal review committee and forward recommendations to the appropriate academic dean. 4. Facilitate the appeal process with the provost.
Retroactive withdrawal review committee	<ol style="list-style-type: none"> 1. Review requests for refunds and/or retroactive withdrawals. 2. Make recommendations on requests to the appropriate academic dean.
Academic Dean	<ol style="list-style-type: none"> 1. Review and make final determinations on retroactive withdrawal requests. 2. Notify registrar of final determination.
Student Financial Services	<ol style="list-style-type: none"> 1. Discuss tuition adjustments resulting from withdrawal of course(s) and implications of withdrawal from course(s) on awarded financial aid with students. 2. Review and update student accounts based upon registration activity. 3. Review and adjust financial aid status on student record. 4. Provide the registrar with a list of students in an unpaid status for administrative withdrawal.
Provost	<ol style="list-style-type: none"> 1. Make final determination on student appeal for retroactive withdrawal and/or refund and notify the registrar of the decision.

Resources

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

Schedule Change Form (available in Forms Repository): my.cotc.edu

Student Financial Aid Enrollment Change Policy: <https://www.cotc.edu/post/enrollment-change-policy> -

Tuition and Fees, including info on refund deadlines: <https://www.cotc.edu/tuition-and-fees>

Contacts

Subject	Office	Telephone	E-mail/URL
Policy interpretation	The Gateway - Student Records	(740) 366-9222	porter.1249@mail.cotc.edu
Tuition refunds	Student Financial Services	(740) 366-9435	nwk-studentfinancialservices@mail.cotc.edu
Withdrawal implications on Title IV/financial aid awards	Student Financial Services	(740) 366-9435	nwk-studentfinancialservices@mail.cotc.edu

History

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