

Proposed New Policy Language for Section C:

C.3 will be changed to:

3. Exceptions to this policy may be made ONLY when initiated by the instructor.

Original Policy Language for Section C:

C. Withdrawing from a course

- 1. Withdrawing from a course means officially withdrawing in person or online the course AFTER the refund period. Enrollment in the course will appear on your college record, and you will receive a grade of "W" for it. The college reserves the right to withdraw a student for just cause.**
- 2. You may withdraw from a course without academic penalty during the first 60 percent of a session and receive a grade of W (withdrawal). The last day to withdraw without academic penalty from regular session courses is published in the Class Schedule. After that date, if you withdraw or are withdrawn from a course, you will receive a failing grade of F.**
- 3. Exceptions to this policy may be made ONLY when initiated by the instructor and approved by the department chair; ONLY if you are able to document mitigating circumstances; and ONLY if you were making satisfactory progress in the course.**
- 4. Do not stop attending college without officially withdrawing in person or online from all your classes. Failure to properly withdraw from college may result in the assignment of an F grade to your permanent record. Please see a counselor or an academic advisor to consider your options before withdrawing from college.**
- 5. When you withdraw from a class or from the college, your official withdrawal is effective on the date it is processed by the Office of the Registrar, not the date of the last class you attended, unless the two dates are the same. If you are withdrawn by the college from a course, your official withdrawal date is the last day you attended class, as reported by your instructor.**