POLICY

Students may withdraw themselves from any course during the time between the end of the registration period for the term and up to the course withdrawal deadline date for the term. Students may be administratively withdrawn by the College at any time during the term.

Students who withdraw or are withdrawn are no longer enrolled in the course and a grade of "W" is recorded for the course. Some specialized circumstances exist where a grade of "F" must be recorded, noted in the procedures attached to this policy.

For changes in a student's schedule prior to the end of the registration period, see Policy/Procedure #5145 Add/Drop Period.

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PROCEDURE

A. Course Withdrawal - Student and Teaching Personnel Responsibilities

1. Students are responsible for monitoring their own academic progress. In order to make rational decisions regarding course withdrawal, students must be able to obtain evidence of their academic progress from instructors prior to the course withdrawal deadline.
2. Teaching Personnel are responsible for recording students' grades weekly in the learning management system. They must provide the information needed for students to make informed decisions regarding course withdrawal.

B. Withdrawal Procedures

1. The rules for the withdrawal of a student from a course are determined based on when during the term the request for a withdrawal takes place.

   a. After the registration period through the Course Withdrawal Deadline Date, students may withdraw from a course using the Student Withdrawal Request System located in the College's online administrative systems after the registration period through the course withdrawal deadline date. A grade of "W" will be recorded on the student's transcript (see exceptions below where a grade of "F" may be recorded).

   Students who withdraw from or are withdrawn from a course with a co-requisite course are to be withdrawn from both courses.

   Students enrolled in a lecture course with a required laboratory section who are withdrawn from either part must be withdrawn from both the lecture and laboratory sections.

   The following exceptions may result in the College recording an "F" grade instead of a "W" grade prior to the course withdrawal deadline:

   a. A student who withdraws from or is withdrawn from a Nursing course (see Nursing Program section below).
   b. A student who has engaged in academic dishonesty may be assigned a maximum penalty of a final course grade of "F" prior to (or following) the course withdrawal deadline. Whenever an "F" grade is assigned for academic dishonesty, the dean shall assign the "F" grade for the course (see Policy/Procedure #5180 Cheating/Plagiarism).
   c. A student who has been suspended or expelled from the College due to student misconduct (see Policy/Procedure #5247 Student Conduct) will be assigned a grade of "W" or "F" according to the date of suspension/expulsion as it applies to the course withdrawal deadline referenced above. However, there may be occasions when an "administrative withdrawal" is issued with the grade of "W" after the course withdrawal deadline.

2. After the Course Withdrawal Deadline Date

   a. Students may not withdraw from a course during the period of time after the course withdrawal date through the end of the term.

   b. A grade of "W" or "F" will be assigned to a student suspended or expelled from the College (Policy/Procedure #5247 Student Conduct) according to the date of suspension/expulsion as it applies to the course withdrawal deadline referenced

above. However, there may be occasions when an "administrative withdrawal" is issued with the grade of "W" after the course withdrawal deadline.

A student who misses the course withdrawal deadline due to a documented emergency or other documented extraordinary circumstance and receives a "F" as a final grade may appeal his/her grade of "F" to "W" to the Academic Standards Committee, via our centralized reporting and recordkeeping system. F to W appeals are placed on the Academic Standards Committee agenda for review and decision. Appeal requests with supporting documentation must be made within one semester of the grade verification.

C. Withdrawal from all courses at Ocean County College

1. All students seeking total withdrawal from the College are encouraged to contact the Academic Advising Office and the Financial Aid office if they are receiving financial aid, prior to withdrawal.

2. A student may withdraw from all courses through the College's online Course Withdrawal System.

3. Tuition refunds are in accordance with Policy/Procedure #5144 Withdrawal Refund.

4. Tuition refunds for withdrawals due to military reasons are in accordance with Policy/Procedure #5144 Withdrawal Refund.

D. Nursing Program

1. A student who has failed the clinical or lab portions of a Nursing course prior to the course withdrawal deadline will be assigned an "F".

2. Students enrolled in the Nursing Program and taking Nursing courses (clinical and/or non-clinical) are limited to one withdrawal during the duration of their enrollment in the program. A second withdrawal constitutes removal from the program.

3. In the case of a Nursing course having a co-requisite, a student must withdraw from both Nursing courses. These withdrawals will be considered one withdrawal instead of two.

4. Should a student withdraw from a repeated Nursing course, this will be considered a second Nursing failure.

5. Exceptions regarding withdrawals from Nursing courses may be considered on a case by case basis by the Nursing Program administrator.

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