

6. PRESENTATION OF POLICIES AND OBJECTIVES

6.2. POLICY 430 – WITHDRAWALS – REVISED – FIRST READING

Policy 430 – Withdrawals, is presented for a revised first reading. The revisions to this Policy align with the 2030 Strategic Plan and the Lancer Success Framework's definition for student success. The Workday Student System is in its design phase and will include the proposed changes.

The policy revision includes input obtained through the shared governance system and has been reviewed by the College's legal counsel.

Recommended changes are highlighted in red and reflect changes presented as the First Reading. No action will be taken at this time.

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430 ADD, DROP AND WITHDRAWALS

The College is committed to supporting students throughout their academic experience and understands that unforeseen life circumstances may arise, making it necessary for some students to add, drop or withdraw from a class or classes.

ADD/DROP

Students may add or drop classes without academic or financial penalty during the official add/drop period, which varies depending on the academic period length. During this time, dropped classes will not appear on a transcript, and students will receive a 100% tuition refund per Policy 421. Official add/drop deadlines are published in the Academic Calendar.

WITHDRAWALS

Student-Initiated Withdrawal:

- Students may withdraw from classes until 11:59 PM Central Standard Time (CST) one week before the end of the academic period. Official withdrawal deadlines for each academic period are published in the Academic Calendar.
- The effective date of the withdrawal is either the date the withdrawal is submitted and successfully processed by the College's student information system, or the date the notification was received by the Student Record Office.
- A student who withdraws from a class may receive a partial refund or no refund at all based on the date of withdrawal from the class according to Policy 421.

Dual Credit Withdrawal:

- Per the Illinois Dual Credit Quality Act (110 ILCS 27/5), the College may establish alternative withdrawal dates for dual credit classes. Withdrawal deadlines for dual credit students are published on the Dual Credit page on the College's website.

Adult Education Withdrawal:

- A student enrolled in an Adult Education or ESL class may be withdrawn at any time if their participation falls below ICCB attendance requirements.

~~If a student finds it necessary to withdraw from a course or courses, the date on which the notification is recorded by the Admissions and Records Office is the effective date of withdrawal. If the effective date occurs before the last day to withdraw and receive a refund (see Policy 421), the student's permanent record will not reflect enrollment in the course. If the effective date occurs after the date of withdrawal with full refund but before the end of the 75% point between the start and end of the class, a grade of "W" will be recorded.~~

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~~Students may be withdrawn after the 75% point between the start and end of the class only with the instructor's consent. If the student obtains the instructor's consent and is passing prior to completion of the final class requirements, a grade of "W" will be reported. If the student is not passing, a grade of "FW" will be reported.~~

~~The college may administratively withdraw students who have never attended class, or who stop attending class without officially dropping, or whose attendance is so sporadic that they would not be able to complete the course requirements. An institutional withdrawal grade will be assigned based on a student's academic status at the point of non-attendance.~~

Military Withdrawal:

- Veterans, and military personnel and their spouses who are deployed (including training at U.S. or overseas locations) or called to active duty may withdraw from classes anytime during the semester term in which they are enrolled and called to active duty-military service (including both domestic and international combat or non-combat deployment purposes).
- The date of the official notice of orders for deployment will serve as the date of withdrawal is based on the date the official deployment orders are signed and dated. and the The withdrawal request must be submitted to the college by the end of the same term, including finals week. semester in which the withdrawal occurs. If the effective date occurs after the 75% point between the start and end of the class, a grade of "W" will be recorded. This policy also applies to the spouses of veterans and military personnel.

Medical, Catastrophic, and Financial Hardship Withdrawal:

- The College, upon request and with appropriate documentation, may administratively withdraw a student due to serious illness or related medical issues, catastrophic circumstances, or significant financial hardship that prohibit the completion of all classes by the student.
- For serious illness or related medical issues, documentation will be required from a physician or licensed medical professional.
- For catastrophic circumstances, documentation will be required from a government agency, social service organization, first responder or similar entity.
- For significant financial hardship, documentation will be required from the student that shows the circumstances were out of the student's reasonable control.
- The request for withdrawal and relevant documentation must be received no later than 60 days after the end of the term for which the student is seeking a withdrawal, unless the student can document extenuating circumstances which prevented submission by the deadline.

Adopted 12/18/1968

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Amended 07/25/**1972**

Amended 03/25/**1975**

Amended 07/22/**1975**

Amended 02/28/**1978**

Amended 01/22/**1980**

Amended 02/24/**1981**

Amended 03/09/**1994**

Amended 03/25/**2003**

Amended 11/27/**2007**

Amended 06/22/**2010**

Amended 03/24/**2015**

Amended