

Category: Academic

Division: Instruction

Department: Click here to enter text.

Policy Title: Course Withdrawal Appeal Policy

Policy Statement: Students may appeal to the Academic Review Committee within two-weeks of the last day to withdraw by following these steps:

- a. The student must notify the Academic Review Committee of his or her desire to appeal.
- b. The Vice President will give the student an appeal form which must be filled out and returned to the Vice President.
- c. The Vice President will forward all appeals to the Appeals Committee which will be comprised of three members of the Academic Review Committee.
- d. The Appeal Committee will meet to approve or deny the appeals and will send the forms back to the Vice President for Instruction and Student Services who will notify the students of the outcome.
- e. If the request is approved, the student will be withdrawn from the class in question and receive a "W" for the class. If the request is denied, the student will receive the grade for the class that the instructor records.
- f. If the request is denied and the student wishes to appeal, the appeal must be made in writing to the Vice President for Instruction and Student Services within one (1) working day. The decision of the Vice President will be final.

Procedures:

Contacts: Vice President for Instruction and Student Services

Approved Date: 7/18/2018 **Policy History:** Click here to enter text.

Keywords: course withdrawal, appeal

Related Form: Click here to enter text.