

## **F. WITHDRAWAL FROM THE COLLEGE**

Should the student find it necessary to withdraw from Darton State College after completing registration, the student should contact his/her academic advisor for assistance in completing the official withdrawal form or if no academic advisor is assigned, see the division office of his/her major. The completed form should be returned to the Registrar's Office for final processing. Personnel in that office will process a request for refund of fees, if applicable. For refund percentages, [see the refund schedule outlined in the catalog and semester schedule](#).

In those cases where students are withdrawn by College action for cause (non-payment of fees, returned check, disciplinary action, disruptive behavior, failure to fulfill all admissions requirements, etc.), the forms necessary for withdrawal will be initiated by the appropriate College official, and the students will be notified in writing of the action. Students withdrawn by College action as described above will automatically receive the grade of "W."

Students may withdraw from the College with a grade of "W" prior to the mid-semester date. After this time, a grade of "WF" will be recorded unless the students can provide evidence to the Vice President for Academic Affairs that there are extenuating circumstances surrounding the withdrawal.

## **G. WITHDRAWAL FROM INDIVIDUAL COURSES**

After the late registration day each semester, students withdrawing from an individual course should contact their academic advisors for assistance in completing the official drop form. No refunds are issued for dropping individual courses.

## **H. STUDENT MEDICAL WITHDRAWALS**

A student may be administratively withdrawn from the College when in the judgment of the Vice President for Student Affairs, and after consultation with the student's parents and personal physician, if any, it is determined that the student suffers from a physical, mental, emotional, or psychological health condition which (a) poses a significant danger or threat of physical harm to the student or to the person or property of others; or (b) causes the student to interfere with the rights of other members of the college community or with the exercise of any proper activities or functions of the college or its personnel; or (c) causes the student to be unable to meet institutional requirements for admission and continued enrollment as defined in the student conduct code and other publications of the College.

Except in emergency situations, a student shall upon request be accorded an appropriate hearing prior to a final decision concerning his or her continued enrollment at the College.

## **I. MILITARY WITHDRAWALS**

At the request of the student, active-duty and reserve military students with orders to deploy will be removed from their courses for that semester with no penalty with submission of their orders to the Registrar's Office.

## **J. CHANGES TO ATTENDANCE POLICY**

During the one-week period immediately following the first day of class, each faculty member notifies the Office of Registrar of those students on the class roster who have never attended class or participated in their online course. The students will be dropped and the course will not appear on the students' permanent academic records. All students must understand that if they are not participating in a required class (Learning Support and DART) **ALL** courses will be dropped.

ALSO, up until midterm of "last day to drop without academic penalty," the faculty member may withdraw any student who has ceased to participate and the student will receive a grade of "W" on their academic record. After midterm or "last day to drop without academic penalty," faculty can continue to withdraw any student who has ceased to