



NO. 5040 WITHDRAWAL FROM A CLASS

- 1.0 To withdraw from a class, a student must complete and submit an add/drop form in the Office of Student Success Advising or withdraw online through their student account.
- 2.0 Withdrawal from class before the end of the add/drop period:
 - 2.1 Students adjusting their schedules or completely withdrawing from all classes during the add/drop period will be charged 100% of tuition and fees for any classes added and will receive a 100% refund of tuition and fees for any dropped courses.
 - 2.2 The add/drop period is defined as during the first two weeks of a sixteen week class, the first week of a four-, five-, six-, or eight week class, and prior to the third meeting of an intersession class.
 - 2.3 During the add/drop period, finance and late charges accrued will be reduced for dropped classes.
 - 2.4 No refunds will be made after this period except as stipulated for the enrollment of Title IV recipients.
 - 2.5 All refunds for credit students, including financial aid, will be processed in accordance with preferences selected by the student.
- 3.0 Withdrawal from class after the add/drop period:
 - 3.1 Students may still withdraw from classes after the add/drop period but will receive no refund, will be billed for any outstanding payment due, and will receive a grade of 'W' on their official transcript.
 - 3.2 Students may withdraw without refund any time prior to the fourth quarter of a semester (e.g., through the twelfth week of a sixteen-week semester or the sixth week of an eight-week semester).
 - 3.3 Officially withdrawing from a course will not negatively affect academic standing although it may negatively affect financial aid eligibility. See College Catalogue.
 - 3.4 No refunds will be awarded for withdrawals after the add/drop period.
- 4.0 Emergency Drop:
 - 4.1 Students may petition to withdraw after the add/drop or withdrawal deadline and before a final grade has been submitted if an emergency situation exists.
 - 4.2 An emergency is defined as an extraordinary and unforeseen event (such as an illness requiring hospitalization, work transfer to another state) that occurred after the add/drop or withdrawal deadline and/or prevented the student from withdrawing by the deadline.
 - 4.3 To be considered for an Emergency Drop the student must submit the Emergency Drop form along with a formal typed appeal letter along with supporting documentation to the Office of Records and Graduation Services.
 - 4.4 The appeal must be submitted prior to final grades being submitted and will be reviewed by the Registrar or his/her designee.
- 5.0 Late Withdrawal Appeal
 - 5.1 Students may petition to withdraw after final grades have been submitted for an entire term if an emergency situation exists. To be considered for a late withdrawal, the student must submit a formal typed letter and supporting documentation to the Office of Records and Graduation Services. Documentation must provide proof of

- an emergency as noted in 4.2.
- 5.2 The appeal will be reviewed by the Late Withdrawal Appeal committee and the committee's decision will be final.
 - 5.3 The appeal must be filed within one year of the end of the semester in question.
- 6.0 Administrative Withdrawal due to Non-Attendance:
- 6.1 Students who do not attend the course(s) for which they are enrolled during the add/drop period, as defined in Section 2.2, will be reported by the individual faculty member as never attended and be subsequently administratively withdrawn from the course(s).
 - 6.2 Faculty members will be asked to submit a report of students who have never attended their class one week after the add/drop period for that term.
 - 6.3 Students, regardless of whether or not they have made any payment or been approved for financial aid, will be administratively withdrawn from their course(s).
 - 6.4 Those approved for financial aid will not be awarded that aid if marked as never attended.
 - 6.5 Never attended in online classes is defined as having not engaged in course assignments or discussion. Never attended in face-to-face classes is defined as not having had a physical presence in the classroom.
 - 6.6 Students will have one year from the end of the term to appeal for a late administrative withdrawal and/or a reduction/elimination of charges. The appeal process will be administered on the Late Never Attend form and managed by the Registrar or their designees.
 - 6.7 Additionally, if a student does not begin attending any of their courses during the add/drop period, their pending financial aid disbursements will be cancelled. Funds disbursed prior to the start of the semester will be returned in full to financial aid programs and the student is responsible for reimbursing Oklahoma City Community College.

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