

POLICY

Withdrawal from classes includes dropping classes or totally withdrawing from Ocean County College. In order to officially withdraw, a student must complete a set of specific procedures. These procedures exist to maintain communication between the student and the College to clarify and understand the reasons a student is withdrawing and to provide supportive assistance in the best interest of the student.

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Revised: September 17, 1979
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REVIEWED: February 5, 1991

PROCEDUREA. Dropping a Course and Course Withdrawal

1. Prior to First Day of the Enrollment Session

Students may drop a course without consent and will receive a full tuition refund. The course will not appear on their transcript. Exception: Students may not drop developmental English (ENGL 091 and ENGL 095) unless they are dropping all their courses.

2. First Day of Enrollment Session through Classes Census Date*

Students may drop a course without consent of the instructor and will receive a 50% tuition refund. If they are adding a course at the same time, there is no 50% refund. The dropped courses will not appear on their transcript. Exception: Students may not drop developmental English/or Math unless they are dropping all their courses.

Students must take the necessary forms to the Office of Registration and Records prior to the census date.

*The first day of enrollment session classes is identified on the academic calendar. The census date is the date on which student enrollment in all classes is determined for state and federal reporting purposes. Official census dates and withdrawal dates for each term can be found on the College website.

Note: Tuition refunds noted in #1 and #2 above will be in accordance with the published schedule in Procedure 5144.

3. After Census Date Up To and Including Withdrawal Deadline Date

Students are responsible for knowing their own academic progress. In order to make rational decisions regarding course withdrawal, students must be able to obtain from faculty evidence of their academic progress prior to the course withdrawal deadline.

Students may withdraw from a course as long as they obtain the faculty member's signature on a Drop/Add form. The faculty member must indicate the last date of attendance, even for an online course. Students will not receive a refund, and a "W" grade will appear on their transcript. If students stop attending class (or if they never attended) and failed to pursue the withdrawal, the faculty member may drop the students using the Course Withdrawal Notification form or final class list.

If a student exceeds an instructor's stated absence limit, he/she may be administratively dropped from a course without academic penalty at any time up to the course withdrawal deadline, and a grade of "W" will be assigned. (See Policy #5162-Class Attendance.)

Because a student may exercise his/her right to request a "W" up to the course withdrawal deadline, he/she cannot receive an "F" grade through the course withdrawal deadline even if he/she is failing (see exceptions below). If the student stops attending classes or is administratively dropped after the course withdrawal deadline, a grade of "F" will be assigned. This applies to all sessions listed in the academic calendar.

The following exceptions allow the College to assign an “F” grade prior to the course withdrawal deadline:

- a. A student who has attained a grade of “F” in the clinical and/or lab portions of a nursing course prior to the course withdrawal deadline will be assigned an “F”.
 - 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 implement the administrative withdrawal of the student from the course (see Policy/Procedure #5180).
 - c. A grade of “W” or “F” will be assigned to a student suspended or expelled from the College (see Policy/Procedure #5247) 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.
 - d. Students dropping a specific developmental course twice will receive a “non-passing” grade.
4. After Withdrawal Deadline Date until End of Enrollment Session

Students may not withdraw from a course. The students cannot receive a “W” grade. The course and the grade will appear on their transcript.

5. A student who has a documented emergency or other documented extraordinary circumstance may appeal his/her grade of “F” to “W” in writing to the Academic Standards Committee through the Dean of Special Services. This written appeal must be made within one semester of the grade verification. The course instructor must approve the change of grade.
6. The student’s grade as reported (or confirmed in the case of “W” or “F” issued before the end of the session) to the Registrar at the end of the session is final and will not be changed except on the written explanation of the instructor and approval of the area dean and Vice President of Academic Affairs.

B. Total Withdrawal from Ocean County College

1. A full-time student desiring to withdraw totally from the College should consult with a counselor.
2. In processing the withdrawal form, the student should obtain the signature of the counselor and will be encouraged to inform his/her instructors.
3. Tuition refunds will be in accordance with the published schedule in Procedure 5144.

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