

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. Each of the respective procedures applies to all students dropping a course or withdrawing totally from the College. The withdrawal procedures apply to all students dropping a course or withdrawing completely from the College regardless of the length of time any student has attended class.

Revised: February 25, 1974  
Revised: September 17, 1979  
Revised: January 25, 1988

REVIEWED: February 5, 1991

PROCEDURE

A. Course Withdrawal

1. Before withdrawing from a course(s), a full-time or part-time student should consult first with his/her instructor(s).
2. In order for a full-time or part-time student to officially and properly withdraw from a course(s), the student must complete a withdrawal form which can be obtained in the Office of Admissions & Records.
3. A student may withdraw without academic penalty at any time up until mid-course; a grade of "W" will be assigned. If the student withdraws after mid-course, a grade of "W" or "F" may be assigned at the instructor's discretion in accordance with Policies 5154 and 5162. A student who has attained a grade of 'F' in the clinical and/or lab portions of a clinical nursing course may be assigned a "W" or "F" at the instructor's discretion at any time during the course.
4. The completed withdrawal form must be turned into the Office of Admissions and Records.
5. Tuition refunds will be in accordance with the published schedule in Procedure 5144.

B. Total Withdrawal

1. A full-time student desiring to withdraw totally from the college must consult with a counselor.
2. In processing the withdrawal form, the student must obtain the signature of the counselor and will be encouraged to inform his/her instructors.
3. If the withdrawal is processed prior to mid-course, the Counseling Center will notify the faculty members involved. However, if the withdrawal is completed after mid-course the student must obtain the signature of each faculty member, and the designation of either a "W" or an "F" grade in accordance with Policies 5154 and 5162.
4. All students must obtain clearance from each of the offices listed on the Withdrawal Form. Upon doing so, the completed Withdrawal Form must be turned into the Office of Admissions and Records.
5. Tuition refunds will be in accordance with the published schedule in Procedure 5144.

ADOPTED: September 17, 1979

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Revised: June 17, 1997