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TITLE: Official and Unofficial Withdrawal	
EFFECTIVE DATE: September 8, 2016	
LAST REVISION: Initial	Policy No. 5.601

Policy Statement

Definitions

Official Withdrawal: An official withdrawal is defined as a student who drops all of their courses after the published add/drop period in a given semester.

Unofficial Withdrawal: A student who has earned semester grades of F or a combination of F and W in all of their classes at the end of the semester will be considered withdrawn from the college unofficially.


Determining Students Withdrawal Date

- If a student stops attending class officially after the college census date, the date that the student begins the withdrawal process will be used as the student’s official withdrawal date.
- If a student stops attending class unofficially after the college census date, the midpoint semester date or if available, the last date of student participation in an academically related activity may be used as the student’s withdrawal date.

In a program required to take attendance by an outside entity, the last date of class attendance will be used as the withdrawal date.

Source of Policy: _____

Related Policy: _____

Approved by: 
Chancellor Dennis F. Michaelis

Responsible Administrator: VCSA

LCTCS Policy Reference: _____

LCTCS Guideline Reference: _____

Date: 09/08/16