

CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

AP 4223 WITHDRAWAL FROM COURSES

References: Title 5 Sections 55024

Citrus College students shall have the option of withdrawal from a course or courses through 60% of the length of the class. A “W” shall denote withdrawal from a course and shall be posted on the academic record. Excessive “Ws” shall be used as factors in calculating academic standing and may result in a student being placed on progress probation or dismissal.

Instructors shall have the option to assign a final grade of “FW”, which denotes that a student ceased participating in a course after the drop date without achieving a final passing grade.

A student may petition to withdraw from a course after the deadline in extenuating circumstances, including verified cases of accidents, illnesses or other circumstances beyond the control of the student. Approved late withdrawals due to extenuating circumstances shall be recorded as “W.” Student course withdrawal information shall be available to faculty.

No notation shall be made on the academic record of a student who withdraws from a course prior to 20% of the length of the class.

A “W” shall not be assigned, or if assigned, shall be removed, from a student’s academic record, if a determination is made by the Office of Academic Affairs that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment or that the student withdrew because he or she reasonably believed that remaining in the course would subject him or her to discriminatory treatment or retaliation for alleging discriminatory treatment.

“Military withdrawal” occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned will be “MW.” Military withdrawals shall not be counted in progress probation and dismissal calculations. In no case may a military withdrawal result in a student being assigned an “FW” grade.

Board Approved	10/20/09
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Desk Review	04/03/17