

## *Policy Statement*

Terra State Community College (TSCC) is committed to helping students be successful in their course and remain on track to complete their educational goals, on occasion it might be in the best interest of the student and/or the College community that a student withdraw from the College. The purpose of this policy is to define the withdrawal policy and procedures for a complete withdrawal from the institution. TSCC allows for leaves and withdrawals from the College which pertain to academic, personal, and or medical circumstances.

## *Policy Details*

1. A student wishing to withdraw from TSCC must contact the Dean of Student Success who will establish the official date of withdrawal for students based upon the date the student initiates the process. The student must contact the Dean of Student Success to obtain a request for complete withdrawal form. Students may totally withdraw from Terra State Community College by completing the Request for Complete Withdrawal. The request form can be found by contacting the Dean of Student Success.
2. Students who cannot physically appear to complete step one above in the Academic Service Center to totally withdraw can notify the Dean of Student Success or Registrar by phone, e-mail or U.S. mail.
3. Contact with any other college office or employee will not be considered an official withdrawal. Any student who stops attending and does not officially withdraw will be considered an "unofficial withdrawal".
4. An unofficial withdraw may impact a students final grades, term GPA, cumulative GPA, financial aid, or academic standing. Please consult with the appropriate office for details on the impact of an unofficial withdrawal.

## *Procedures*

Student must fill out the Request for Complete Withdrawal form with the Dean of Student Success. When the form is completed it will be scanned and sent to the following distribution list:

1. Registrar
2. Financial Aid
3. Housing (if applicable)
4. Campus Safety
5. Cashier's Office

## *Resources*

### **Dean of Student Success**

Building B, Room 105

419-559-2139

[academicservicecenter@terra.edu](mailto:academicservicecenter@terra.edu)

### **Registrar / Student Records**

Building A, Room 200

419-559-2405

[recordsdept@terra.edu](mailto:recordsdept@terra.edu)

### **Financial Aid**

Building A, Room 100

419-559-2344  
[financialaid@terra.edu](mailto:financialaid@terra.edu)

**Housing (if applicable)**  
 The Landings at Terra Village  
 419-559-2161  
[housing@terra.edu](mailto:housing@terra.edu)

**Campus Safety**  
 Building E, Room 104  
 419-559-2253

**Cashier’s Office**  
 Building A, Room 200  
 419-559-2329  
[cashier@terra.edu](mailto:cashier@terra.edu)  
 Documentation

NA

Definitions

**Term Definition**

<i>Complete Withdrawal</i>	Dropping all classes for the current term after the semester has begun.
<i>Unofficial Withdrawal</i>	Any student who stops attending and does not officially withdraw.

**Approval History**

<i>Date</i>	<i>Policy/Procedure or Entire Document</i>	<i>Notes (Types of Actions)</i>	<i>**Approved by</i>
02/21/2019	Entire Document	Issued	Unknown
04/24/2023	Entire Document	Moved to New Policy Template Reviewed for edits and updates	Tim Shaal, Dean of Student Success

\*\*Full name of CASA Committee Chair, signatory, or designee

**Effective Date: 2/21/2019**

**Next Review Date: 04/24/2026**