

## Policy Statement

Terra State Community College allows for leaves and withdrawals from the College which pertain to academic, personal, and or medical circumstances.

## Policy Purpose

Terra State Community College 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.

## Policy Details

A student wishing to withdraw from TSCC must contact the Associate Dean of Students who will establish the official date of withdrawal for students based upon the date the student initiates the process. The student must contact the Associate Dean of Students to obtain a request for complete withdrawal form.

## Procedures

Student must fill out the Request for withdrawal form with the Associate Dean of Students. 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

## Documentation Closing

Students may totally withdraw from Terra State Community College by completing the Request for Complete Withdrawal. Students who cannot physically appear in the Academic Service Center to totally withdraw can notify the Associate Dean of Students or Registrar by phone, e-mail or U.S. mail. 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".

## Definitions

<b>Term</b>	<b>Definition</b>
<i>Complete Withdrawal</i>	Dropping all classes for the current term after the semester has begun.

<b>Contact Name</b>	<b>Position</b>	<b>Email</b>	<b>Phone/Ext</b>
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