

# Davis Technical College

## Student Withdrawal Policy and Procedures

**Effective Date: August 15, 2012**  
President's Council Approval: August 13, 2012

### 1. Purpose

The purpose of the policy is to inform students who have registered at the College the circumstances under which they may withdraw, must withdraw or will be withdrawn.

### 2. References

2.1. Davis Technical College Admissions and Registration Policy

2.2. Davis Technical College Student Code of Conduct

### 3. Definitions

3.1. **Student** - The College recognizes student status as a student engaged in an active course of study.

3.2. **Dual Enrollment Student** - A student who meets the official definition of Secondary Student and is enrolled simultaneously at Davis Technical College and a secondary school. Dual Enrollment students must meet normal admissions requirement.

3.3. **Defined-Entry/Defined-Exit** - Students begin and end courses on designated start/end dates. Students pay for each course when they enroll and may re-enroll and repay for courses they fail to complete.

3.4. **Open-Entry/Defined-Exit** - Students may enroll in courses at any time. Courses have a defined end date based on the student's individual schedule. Students pay for each course when they enroll and may re-enroll and repay for courses they fail to complete. (Also called Course-Based.)

3.5. **Externship** - A method of scheduling under which a student is assigned a total number of hours to be completed in supervised live work activities either on or off campus. Tuition is charged in advance for the total number of hours defined for the externship.

3.6. **Hybrid Instruction** - A method of instructional delivery which combines on-line and in-class learning activities.

3.7. **Continuing Education** - Courses offered by the Employer and Community Education department on a self-supporting, defined-entry/defined-exit basis outside of the normal Davis Technical College curriculum.

### 4. Policy

4.1. Students seeking to withdraw from the College must do so officially by completing the College

Withdrawal Form, on-line or available in Student Services, which includes verification that the student does not have outstanding financial balances due to the College.

4.1.1. In the event that the student is unable to present themselves personally to complete the College Withdrawal Form due to extenuating circumstances, the Director of Student Services and/or their designee may document the situation and grant an exception.

**4.2.** Students may be automatically withdrawn in certain circumstances:

4.2.1. Students will be automatically withdrawn on the end date for the last course in which they are enrolled. These students will be considered enrolled through the course end date and must enroll in the same or a new course within five business days or will be withdrawn from the College.

4.2.1.1. Although the enrollment action (and payment for the course) must occur within five business days, students may schedule the start date for the course up to five business days after the end date of the previous course.

4.2.2. Students who are absent for ten (10) consecutive scheduled days will be withdrawn from the College in accordance with the Student Code of Conduct and Disciplinary Policy and Procedures.

4.2.2.1. Any withdrawal for ten consecutive absences is considered a matter of academic discipline and will be coded as such in the Student Information System. The withdrawal date will be the end date for the course(s) in which the student is currently enrolled.

4.2.2.2. Students who are withdrawn for academic discipline must meet with a Career and Academic Advisor to discuss a plan for correction before being permitted to re-enroll in the College.

4.2.3. Students who owe tuition after the tenth of the month will be automatically withdrawn.

4.2.4. Dual enrollment students will be automatically withdrawn at the end of the current term/semester. It is the student's responsibility to re-enroll following the usual processes if they wish to continue their studies.

4.2.5. Students may be withdrawn if their sponsor officially notifies the College in writing that the student's financial support has been withdrawn.

4.2.5.1. Students withdrawn for termination of sponsorship may choose to return to the College, but must re-enroll with a new sponsor or as a self-funded student and will do so without fees or penalties for a period of twenty school days after their withdrawal. Beyond that point, they must pay the usual fees

4.2.6. Students may be withdrawn from enrollment due to disciplinary actions taken as defined in the Student Code of Conduct Policy or academic discipline as defined in the Student Grading and Progress Policy.

**4.3.** Withdrawal is effective at the end of the school day on which the withdrawal is date.

**5. Procedures**

- 5.1.** Students seeking to withdraw from the College must do so officially by completing the College Withdrawal Form, on-line or available in Student Services, which includes verification that the student does not have outstanding financial balances due to the College.
- 5.2.** In the event that a student is to be automatically withdrawn for one of the reasons given in this policy, it will be the responsibility of Student Services personnel to monitor the students' records and complete the withdrawal in a timely manner.