

## **WITHDRAWAL PROCEDURES: Undergraduate**

### **SCHEDULE CHANGES: ADD, DROP, WITHDRAW COURSES**

A student may add or drop a course anytime the Add/Drop period is open on the OCC student portal. In addition, students receiving financial aid must also talk with the Student Financial Services Office to determine whether adding or dropping creates a change in financial aid status.

A student may add a residential course during the first week of the semester and an online course up to Wednesday of Week 1 per online module by contacting the Registrar's Office. A student may not add a course to his/her schedule after the start of the second week of school. Sometimes exceptions are made in the case of weekend seminars, but those must be approved by the Executive Vice President of Academics.

Any student who wishes to drop a class outside of the open Add/Drop period must notify the Registrar's Office and formally request to be dropped from the class. Until this is done, the student is officially enrolled in the class whether he/she attends. Likewise, the student is responsible for appropriate charges and course work until he/she has officially dropped a course through the Registrar's Office.

Any residential courses dropped during the first week of the semester or online courses dropped during the first week of the module will not be recorded on the student's transcript.

Residential courses dropped after the first week but before the eleventh week of the semester will be recorded as a "W" on transcripts. Online courses dropped after the first week but before the sixth week of the course will be recorded as a "W" on transcripts. A grade of "W" will not be calculated into the GPA but will impact financial aid Satisfactory Academic Progress. Residential courses cannot be dropped after ten weeks of class. Online courses cannot be dropped after the fifth week of class. The only exception is for reasons approved by the Academics Office and Vice President of Student Affairs. Courses that have not met at the time of the drop date will not be listed on the transcript.

### **WITHDRAWAL FROM COLLEGE**

To officially withdraw from the college, within the first ten weeks of the semester or within the first five weeks of an online module, a student must drop his or her classes through the Registrar's Office.

The student is expected to meet all obligations involving instructors, fellow students, deans, residence hall directors, Student Financial Services director, and librarian. Students who leave college without officially withdrawing through the Registrar's Office will receive a failing grade in each course.

### **ADMINISTRATIVE WITHDRAWAL**

In a limited number of circumstances, a student may be automatically withdrawn from courses. OCC will not execute an administrative withdrawal until attempting to communicate with the student via phone and/or OCC student email account and allowing the student 48 hours to respond. Students will be dropped from their course(s) if they do not respond accordingly. If this occurs within the first ten weeks of the semester for residential courses or within the first five

weeks of a module for online courses, a grade of "W" will be given for each course as well as the corresponding tuition refund according to the refund schedule.

If after the first ten weeks for residential courses or after the first five weeks in an online module, the student will receive a failing grade and no refund will be distributed.

Administrative withdrawals will be used in the following scenarios:

- Students in online courses who do not participate in their course(s) within the first week of the course (see Online Attendance requirements).
- A student who has been absent for 14 consecutive calendar days (residential course) or two absences (online courses) and has not communicated his/her intentions to continue in the course to the instructor and/ or a school official.
- A student who is experiencing an extraordinary circumstance that the college deems it appropriate to grant a withdrawal after the tenth week of the semester for residential courses or after the sixth week for online courses.
- Failure to meet payment deadlines (see financial information section for more details).