



Ohio Administrative Code Rule 3357:15-13-16 Academic withdrawal.

Effective: June 7, 2021

(A) A student may drop a class or all classes from the college before the end of the seventh calendar day (excluding holidays and emergency closings) of any academic period without academic penalty. Any changes made during this period will not become a part of the student's academic record. Students should refer to the posted refund schedule.

(B) Beginning with the eighth calendar day through the published withdrawal date, the college gives students an opportunity to withdraw from a class or all courses. It is the student's responsibility to withdraw by the published withdrawal date and to satisfy any financial obligations to the college. A student is officially withdrawn from a course once a signed, or electronically submitted, "Schedule Change" form has been submitted to the academics records/registrar's office. A grade of "W" will appear on the student's academic record.

(C) Beyond the published withdrawal date through the end of the last instructional day, a student with an emergency or extenuating circumstance may receive a grade of "W" only upon consultation with the instructor and approval from the department chair. Sufficient supporting documentation shall be provided by the student when making such a request.

(D) If a student is a financial aid recipient, it is strongly recommended the student consult with a financial aid representative to discuss ramifications of withdrawing.
