



TRUST ACADEMY

Training...for Excellence!!!

WITHDRAWAL POLICY

From time to time circumstances may arise that make students unable to continue their enrollment as an ISU student for the remainder of the current term. If the timing of this occurs on the first day of the term or any point prior to finals week, students must initiate the withdrawal process to formally discontinue their enrollment from the college. This is a collaborative process that requires student responsibility, student affairs and academic affairs partnership, and central coordination.

Policy Statement

Undergraduate, graduate and professional students seeking to withdraw from Trust Academy college as defined by this policy must comply with the processes established by the Office of the Registrar. Withdrawal from the college is categorized in four classifications, each with distinct processes and documentation requirements. These include: Standard Withdrawal, Medical Withdrawal, College Initiated Withdrawal, and Out of Term Withdrawal. Further, additional guidelines for returning to the college may apply for students who repeatedly request withdrawal to ensure appropriate support services are in place to facilitate student success. The applicable procedures and processes for each withdrawal classification are maintained by the Office of the Registrar.

Cancellation of course registration prior to the first day of the term (“Course Cancellation” or “Withdrawal from Admission”) is not within the purview of this policy.

Withdrawal Procedures

Introduction

Students begin the withdrawal process in their department, typically with their academic advisor/senior lecturer or student services office, where the Request for Withdrawal Form is completed. This form is then processed by the Office of the Registrar, with the student’s semester courses withdrawn based on the effective date on the form. Tuition and fees are adjusted, if appropriate, according to established policies approved by the Board of Trustees.

When students contact their academic college to initiate withdrawal, they should expect to discuss their situation with the appropriate college official. The purpose of this conversation is to consider options based on consequences of the withdrawal. When a late term withdrawal (Period Three) is determined to be the most appropriate option, documentation of extenuating circumstance will be required. Students should not expect to withdraw during final examination week. If the appropriate withdrawal process is



TRUST ACADEMY

Training...for Excellence!!!

not followed, students will remain enrolled in their courses, and the appropriate grades will be assigned at the end of the term.

The following processes have been developed to ensure that withdrawal from the college is easily navigated by both the student and college personnel who may be providing guidance. The responsibility for successfully navigating these responsibilities ultimately lies with the student requesting the withdrawal. Key terms associated with the withdrawal process are defined in these procedures, as are the roles and responsibilities of key stakeholders. The withdrawal processes are then outlined in four categories: Standard Withdrawal, Medical Withdrawal, College Initiated Withdrawal, and Out of Term Withdrawal. Each withdrawal category has unique considerations that impact student success which must be balanced with the college's administrative responsibilities. These processes provide consistency and maintain an appropriately rigorous academic environment.

Standard Withdrawal

Standard Withdrawal is defined as dropping all classes for the current term after the semester/session has begun. Students who are considering withdrawal from the college should immediately consult their academic advisor to discuss reasons for the withdrawal and alternatives. The withdrawal procedures established by the Office of the Registrar must be followed otherwise course instructors will assign grades or marks they consider appropriate. Since these grades may be F's, students are advised that failure to follow the prescribed withdrawal procedures may adversely affect their academic record.

Standard withdrawals occur in three periods during the typical 16 week of school commencement.

Period One – First 5 days of enrollment, week 1.

Period Two – Weeks 2 – 10.

Period Three – Weeks 11 – 15. Period Three withdrawals are granted only for extenuating circumstances beyond the student's control that impact the ability to remain enrolled and complete academic responsibilities. (Examples include, but are not limited to, personal trauma, family emergencies, legal difficulties, etc.) Period Three withdrawals require a petition to the college of the student's primary major requesting permission to withdraw. The college will require appropriate documentation to support the extenuating circumstances prompting the withdrawal request. Undergraduate students on probation who withdraw during Period Three will be subject to academic dismissal at the end of the term.



TRUST ACADEMY

Training...for Excellence!!!

Finals Week - Students should not expect to withdraw during Finals months. When a situation beyond a student's control precludes completion of final examinations requests should be made to course instructors for Incompletes rather than withdrawal during Finals Week.

The specific dates for the three withdrawal periods are adjusted on a prorated basis for non-standard term lengths, including. All withdrawal dates are included on the College Academic Calendar. calendar for detailed information and specific dates by term.

When a student initiates a withdrawal from the college prior to the end of Period Two (the 10th week of classes during a standard 16-week semester) at a minimum the following steps are required:

Contact/meet with the course leader to discuss withdrawal.

Complete a Request for Withdrawal Form.

Submit completed Request for Withdrawal form signed by the course leader to the college student services office for student's primary major.

If the withdrawal request is approved the student is eligible to return to the college for a future term with the same academic status that the student held at the beginning of the withdrawal term.

Any withdrawal other than extenuating circumstance should give two months' notice as on the enrolment form

Notice period apply in all withdrawals as determined by the department.
