

Procedure 5.2.2.2 Student Services: Official Withdrawal and Readmission

TRI-COUNTY
COMMUNITY COLLEGE

STUDENT SERVICES
OFFICIAL WITHDRAWAL AND
READMISSION

PROCEDURE
5.2.2.2

A. Official Withdrawal

When a student wishes to initiate a withdrawal prior to the 75% point of the semester, he/she must complete the following steps:

1. Contact their faculty advisor and instructor. At the Graham County Center, they must contact their instructor and the main office personnel;
2. Students receiving any type of financial aid assistance must meet with Financial Aid Office staff for assessment of Satisfactory Academic Progress and any financial obligation due to the withdrawal;
3. Complete the necessary form;
4. Obtain all required signatures;
5. Return the forms to the Registrar's office on the main campus or the main office at the Graham County Center.

If he/she follows this procedure, he/she will receive the grade of "W." Failure to complete all the steps in this process may prevent this grade being properly received.

II. Readmission

Students may request to be readmitted to a course after an official or administrative withdrawal. Such a decision is the prerogative of the course instructor and should adhere to the following conditions:

1. The student must contact the instructor.
2. The student must complete any missing work and be caught up in terms of the course workload before being readmitted.
3. Consideration should be given to the circumstances that contributed to the withdrawal and whether or not there is a realistic probability of the student being able to successfully complete the course.

Adopted: 4/23/15 Faculty Council; 5/24/18 BOT