

Withdrawal

Administration Initiated

1. No show policy. In order to comply with U.S. Department of Education regulations, faculty are asked to closely monitor attendance during the first week of classes. Students who do not attend class at all during the first week will be administratively dropped from the class unless they have notified faculty or the registrar of extenuating circumstances.
2. Administrative withdrawal of a student. A student may be administratively withdrawn from college after two consecutive weeks of unexcused absences from all registered classes. When the registrar confirms the absences, the student will be reported to Vice President and Dean for Academic Affairs and Dean of Student Affairs. If the deans determine that allowing the student to continue at MMC is appropriate, the student may be required to conform to more rigid academic requirements than the general student body. If the deans determine that the student should be withdrawn, then grades will be assigned according to our standard withdrawal policy outlined in the college catalog. The Dean for Academic Affairs will notify the instructors, advisor and student of the decision in writing. A student who is dismissed for excessive absence may appeal to the Academic Standards Committee for readmission the following semester.

Student Initiated

A student deciding to withdraw from Mount Marty College during or prior to a term for which he/she is registered must obtain the proper withdrawal form. Students withdrawing from college after 60% of class will receive grades of WP (withdraw passing) or WF (withdraw failing). WF is included in the student's grade point average and may be grounds for academic probation or suspension. The procedure for withdrawing from college is:

1. Obtain the necessary paperwork from the director for student advising.
2. After completing the student section and obtaining the appropriate signatures and return the form to the director for student advising.
3. The official withdrawal date will be determined in one of the following ways:
 - a. The date the student began the process or officially notified the institution of intent to withdraw; or
 - b. The midterm of semester for a student who leaves without notifying the institution; or
 - c. The student's last date of academic attendance at a documented academically-related activity.