

3. Excused Withdrawal (Updated September 29, 2015)

Occasionally, students will need to withdraw from the College due to rare and difficult circumstances such that further pursuit of academics is either impractical or extraordinarily challenging. For this reason, and after filing the appropriate withdrawal paperwork, students may petition to have the withdrawal coded as extraordinary. In doing so, the transcript will be noted with a "WE" notation indicating that the withdrawal was for circumstances beyond the student's control. The WE may only be applied to all courses in a term.

- a. In order to initiate a petition, students must be able to demonstrate the circumstances which are extraordinary and beyond their control. Valid reasons include, but are not limited to: death in the immediate family, personal/familial illness, being called to active duty, substantive change in work schedule. Please note this is not a comprehensive list. Inability to pay tuition or receiving "F" grades at mid-terms/final are never valid reasons for an excused withdrawal.
- b. Students may submit petition for Excused Withdrawal along with their withdrawal paperwork. Relevant forms may be found in myAIC.