WITHDRAWAL FROM PROGRAM / COURSE NO RECORD GRADES

WITHDRAWAL
In order to officially withdraw from course work, a student must:

1. Notify the Center's director IN PERSON as soon as possible, a two week notice being preferred.
2. Submit a completed withdrawal form to The Center's director within 3 working days of the above notification.
3. Resolve any financial obligations to the Center in accordance with the refund policy (see Policy #2.93). If this requirement is not satisfactorily completed, the student's account will be referred to the State of Colorado collection agency.
4. Complete the "End of Year Student Checkout" procedure as applicable (see Policy #2.97).
5. If a student is unable to complete official withdrawal procedures (i.e. serious injury), appropriate family or friends may complete the process on the student's behalf.

Student Center transcripts will indicate a grade of "W" (Withdrawal), for courses from which students have withdrawn.

Unofficial withdrawal from the Center is considered for the following:

1. Student who drops out without official notification - withdrawal date is the last recorded date of attendance.
2. Student who does not return from an approved leave of absence - withdrawal date is the last recorded date of attendance.
3. Student who is dismissed - withdrawal date is date of dismissal.

Students who unofficially withdraw from the Center must:

1. Resolve any financial obligations to Metropolitan State University of Denver and the Center in accordance with the refund policy (see Policy #2.93). If this requirement is not satisfactorily completed, the student's account will be referred to the State of Colorado collection agency.
2. Complete the "End of Year Student Checkout" procedure as applicable (see Policy #2.97). If on-site student checkout is not possible, student will be requested to return identification badge and keys by mail. If these are not received within 7 days, the ID will be cancelled immediately and the cost of changing appropriate locks and new key production for all remaining students and faculty will be billed to the withdrawing student. The cost of all non-returnable or damaged equipment will also be billed to the withdrawing student.

Students who are on unofficial withdrawal status will receive a grade of "F" for all course work during the applicable term.

NO RECORD GRADES
In the event that a student does not complete a course and does not officially withdraw from that course (i.e. Due to illness a student does not complete required work/activities by the end of the course AND they expect to complete the work within one year of the applicable term), they may, at faculty discretion have a “No Record” (NR) recorded on their transcript. That student will be allowed to complete the required work/activities within one from the end of the applicable term and the NR will then be changed to the earned course grade. If the required work/activities are not completed within one year, the “NR” will be changed to a Fail “F”, and the course will be entered into GPA calculations as an F.