

## **WITHDRAWAL FROM PROGRAM / COURSE NO RECORD GRADES**

### **Withdrawals**

To officially withdraw from course work, the student must:

1. Notify the CCMLS director IN PERSON as soon as possible, a two-week notice being preferred.
2. Submit a completed withdrawal form to the CCCMLS director within 3 working days of the above notification.
3. Resolve any financial obligations to CCMLS in accordance with the refund policy (see policy #2.93). If this requirement is not satisfactorily met, 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.
6. Student transcripts will indicate a grade of "W" (withdrawal), for courses from which students have withdrawn.

Unofficial withdrawal from CCMLS occurs in the following circumstances:

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 CCMLS must:

1. Resolve any financial obligations to Metropolitan State University of Denver and CCMLS 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 grades of "F" for all coursework during the applicable semester.

### **No Record Grades**

If a student does not complete a course and does not officially withdraw from the course due to a medical leave of absence AND expects to return to school and complete the work within one year of the course start date, they may, at faculty discretion, have a "No Record" (NR) recorded on their transcript. The student will be allowed to complete the required course work and course activities within one year

from the end of the applicable semester and the NR will then be changed to the earned course grade. If the required course work and course 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.

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