



# College Withdrawal Policy

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### ***Withdrawal from a Course***

A student may withdraw from a course within the first 60% of that course schedule without academic penalty.

All courses dropped after that point in the semester will be recorded as "F."

### ***Withdrawal from the College***

Upon withdrawal from the College, the student confers with the Department Chair, Student and Administrative Services and the Registrar, submits a written request for withdrawal and completes a withdrawal form. This procedure includes, but is not limited to, satisfying financial obligations and concluding financial aid matters. College refund policies may apply.

### ***Student Withdrawal for Military Service***

St. Luke's College will offer not less than the following options to a student who is a member, or the spouse of a member if the member has a dependent child, of the National Guard or Reserve Forces of the United States and who is ordered to state military service or federal service or duty (validation of active service must be provided):

Withdraw the student's entire registration and receive a full refund of tuition and mandatory fees for the currently enrolled semester.

Make arrangements with the student's instructor for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for those courses in full.

Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any courses for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.