

Online Course Withdrawal Form

Student Name: _____

Semester/Course: _____

Earliest semester eligible to re-enroll: _____

Students may drop courses without record prior to the end of the fourth instructional week of the semester. The deadline for adding and dropping courses each semester is posted on the Academic Calendar.

Student course advisor approval is required to add or drop a course. Students can withdraw from any course, for any reason, prior to the end of week 8 of the semester without affecting the student's GPA. The grade of W will appear on the student's transcript for withdrawals prior to the end of week 8 in the semester.

Withdrawal - Voluntary: At any time during the year, a student may withdraw from their online courses for personal reasons. In consultation with the Director of Online Learning, a student planning to take future online courses from Landmark should discuss the requirements for readmission.

Withdrawal - Involuntary: Students may be forced to withdraw from online courses for inadequate academic performance.

Withdrawal - Medical: A medical withdrawal will be granted in the case of extraordinary circumstances - such as a serious illness or injury - that prevent a student from continuing his or her coursework. This classification covers both physical-health and mental-health difficulties. A student must provide documentation from a qualified professional for a medical withdrawal within 30 days of his or her departure from the online course or courses. The College may certify a medical withdrawal without documentation.

Student, or designee, should sign below to initiate the withdrawal process.

Student

Date

Course Instructor

Date

Dual Enrollment Administrator

Title

Date

Dual Enrollment Supervisor (Dean)

Date

<p>For Office Purposes Only: Withdrawal <input type="checkbox"/> Drop <input type="checkbox"/> Date of Request _____</p>
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LANDMARK  COLLEGE
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For more detailed information on Landmark College's Withdrawal Policy visit <http://catalog.landmark.edu/>:

*Voluntary or Medical Withdrawal Week of Academic Term/Semester	Percentage Refunded of Tuition
First Week of Class	80%
Second Week of Class	60%
Third Week of Class	40%
Fourth Week of Class	20%
After Fourth Week of Class	0%