

WITHDRAWAL FROM COLLEGE

To officially withdraw from the college, within the first ten weeks of the semester, a student must drop his or her classes through the Registrar's Office.

The student is expected to meet all obligations involving instructors, fellow students, deans, residence hall directors, Student Financial Services director, and librarian. Students who leave college without officially withdrawing through the Registrar's Office will receive a failing grade in each course.

In a limited number of circumstances, a student may be automatically withdrawn from courses. OCC will not execute an administrative withdrawal until attempting to communicate with the student via phone and/or OCC student email account and allowing the student 48 hours to respond. Students will be dropped from their course(s) if they do not respond accordingly. If this occurs within the first ten weeks of the semester for residential courses or within the first five weeks of a module for online courses, a grade of "W" will be given for each course. If after the first ten weeks for residential courses or after the first five weeks in an online module, the student will receive a failing grade. No refunds will be given for administrative withdrawals.

Administrative withdrawals will be used in the following scenarios:

- Students in online courses who do not login to their course(s) within four consecutive days of the start of the course (see Online Attendance requirements).
- In residential and online courses, a student that has been absent for 14 consecutive calendar days and has not communicated his/her intentions to continue in the course to the instructor and/or a school official.
- A student who is experiencing an extraordinary circumstance that the college deems it appropriate to grant a withdrawal after the tenth week of the semester.