

**POLICIES AND PROCEDURES  
OUACHITA TECHNICAL COLLEGE**

**SUBJECT AREA: Student Affairs**

**POLICY/PROCEDURE: Withdrawing from Courses**

**DATE: March 1, 1993**

**NUMBER: 5.77**

**REVISION(S): 12/19/94, 09/25/01**

A student who wishes to withdraw from the College during a term is required to follow the official withdrawal procedure, that requires reporting to the offices of the Vice President of Instruction, Registrar, and the Vice President of Finance and Administration. A student who withdraws without following this required procedure will be recorded as having withdrawn unofficially, and grades will be recorded as "F." If a student withdraws from the College during the final two weeks of a semester, or the final week of the summer term, the Vice President of Instruction may waive the requirement that grades of "F" be recorded if the circumstances forcing a withdrawal justify special consideration.

**Military Activation Exception**

In compliance with Arkansas Code 6-61-112, students called to active military service who present a copy of their Activation Orders may request withdrawal when activation requires the student cease attending classes without completing and receiving a grade in one (1) or more courses. The student may request a grade of "W" in the course(s) or may request one complete semester after deactivation to complete the course(s).

AUTHENTICATION (Signature):

COPP

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President

09/25/01  
(Date)

5.77