

## ENGLISH DEPARTMENT GUIDLINES REGARDING STUDENT WITHDRAWAL PROCEDURES

Before the end of the seventh week, students will be allowed to drop classes under the following circumstances.

- *A change in economic or work status requiring the student to take on further work hours.*
- *An illness or physical condition that has kept the student out of class for a significant period of time.*
- *Personal problems that have hindered the student's effective functioning in class.*
- *Having received an inaccurate or incomplete information from the student's advisor or advising center leading to having registered in a class that s/he does not need to take.*

All of these reasons must be supported by a document from the appropriate source such as an advisor, an employer, a doctor, or a counselor.

No other explanations will be considered valid reasons for approving a withdrawal petition before the end of the seventh week.

After the end of the seventh week, students will be allowed to drop classes under the following emergency circumstances.

- *A serious illness or physical condition that has kept the student out of class for a significant period of time.*
- *Significant personal problems that have hindered the student's effective functioning in class.*

These reasons must be supported by a document from the appropriate source such as a doctor or a counselor.

No other explanations will be considered valid reasons for approving a withdrawal petition after the end of the seventh week.

