

## **WITHDRAWAL FROM ALL COURSES DURING A SEMESTER OR TERM**

One of many services provided by Cardinal Central is a process for students who find it necessary to withdraw from all courses during a semester/term. Effective Fall 2022, Cardinal Central is designated as the office to provide this service.

If you find withdrawal from all courses necessary, immediately contact **Cardinal Central, SC L-20, 765-285-3312**.

1. Automatic Course Withdrawal Period For courses that follow the full semester or term – from the first to the forty-fifth day of classes in a fall or spring semester, first to the thirtieth day of classes of a summer term, and first to the fifteenth day of classes of a summer part-of-term.

For all other courses (i.e. online independent learning courses, part-of-term courses) - from the official start date of the course through 60% of the scheduled duration of the course.

1.1 The grade of "W" is automatically given for each course in which a student is registered when withdrawal from all courses is accomplished during this period.

1.2 Abandonment of a course or courses without having properly followed the procedure as indicated above will normally result in the issuance of an "F" grade.

1.3 When a student withdraws from all courses, the faculty member in whose course the student is registered will record the last date of attendance and a grade of "W".

### **2. Withdrawal After the Automatic Course Withdrawal Period Because of Verifiable Extenuating Circumstances**

If there are verifiable extenuating circumstances that make withdrawal from all courses necessary and academically justified after the withdrawal period, an exception to the above for withdrawal from courses may be granted. When a student withdraws from all courses after the withdrawal period, each faculty member is notified.