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4 WITHDRAWAL/MILITARY WITHDRAWAL
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7 **A. Withdrawal Prior to Third Week (20%)**
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9 Students who withdraw or are withdrawn from class(es) prior to the completion of the third
10 week of instruction (or 20% of the instructional time frame, whatever is less) shall have no
11 notation made to the permanent record.
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13 **B. Withdrawal, Weeks Four Through Eleven (20% - 60%)**
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15 Students who withdraw or are withdrawn from class(es) after the end of the third week (or
16 20% of the instructional time frame) and before the end of the eleventh week (or 60% of the
17 instructional time frame) shall have W posted to the permanent record.
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19 **C. Withdrawal After Week Eleven (60%)**
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21 The permanent record of students who remain in class beyond the eleventh week of the
22 term (or 60% of the instructional time frame) must reflect a grade symbol other than W.
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24 **D. Extenuating Circumstances**
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26 Students who withdraw from class(es) after the eleventh week of the term (or 60% of the
27 instructional time frame) may, in the case of extenuating circumstances, be assigned the W.
28 Such cases will require verification and will be handled by the appropriate college official in
29 consultation with the instructor(s). Extenuating circumstances are defined as illness,
30 accident, unforeseen job shift change, job assignment outside of the attendance area and
31 extreme weather conditions.
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33 **E. Military Withdrawal**
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35 An MW (Military Withdrawal) shall be assigned for students who are members of an active
36 or reserve United States military service who receive orders compelling a withdrawal from
37 courses. Upon verification of such orders, the symbol may be assigned at any time. The
38 MW shall not be counted in progress probation and dismissal calculations.
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