

Withdrawal Policy: Student-Initiated Withdrawal and Administrative Withdrawal

Student-Initiated Withdrawal

Enrolled students who withdraw during a semester before the deadline to withdraw from a course with no penalty will receive a W for their courses. Students who withdraw after the deadline to withdraw from a course but before the end of the semester will receive a grade of F in each of their courses. See the Academic Calendar for specific dates.

Students who choose to withdraw from the college should contact the director of professional learning and complete the Application for Withdrawal form. The last date of attendance will be set as the last day the student received services from the college. If this date cannot be determined, the last date of attendance will be set within 30 days of mid-term of final exams. In cases when a student is withdrawing at the end of a semester, the last date of attendance will be the last day of the final exam period.

Administrative Withdrawal

The college reserves the right to place students on an administrative suspension for academic, behavioral, financial, social or medical reasons. Students who are suspended from the college will be administratively withdrawn. Students who wish to return to the college should refer to the procedures below. In addition, the college can also dismiss students from Colby-Sawyer College. Such students will be administratively dismissed and may not be readmitted.

Procedures for Returning from a Withdrawal

Student-Initiated Withdrawal: A student who wants to re-enroll within one year of a student-initiated withdrawal must contact the Director of Professional Learning and/or academic advisor, registrar's office or the business office. Unless there are significant changes to their program, students who are away for less than one year may follow their original catalog. Please note that certain majors have outside accreditation requirements, returning students must meet the requirements stipulated by the accrediting body.

If you decide to return to the College after withdrawing, you will be billed at the current rates for your program.

Students in professional learning programs who want to return after being withdrawn from the college for over one academic must submit a written request for reinstatement to the director of professional learning. Unless there are significant changes to their program, students may follow their original catalog. Please Note: If you have been gone for 5 years or more you must meet with the appropriate school dean to seek permission to allow older courses to still meet the degree requirements.

Administrative Withdrawal: Students who are suspended are eligible to return to the college after a specified period of time. Students who plan to return to the college at the end of their suspension period must submit the appropriate documentation to the Office of Student Success and Retention and Academic Affairs Coordinator before being reinstated. Unless there are significant changes to their program, students may follow their original catalog.

Note: See section on Tuition for information regarding refunds upon withdrawal.