

# LUTHER COLLEGE

## POLICIES AND PROCEDURES

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Department:	Office of Student Engagement
Subject:	Withdrawal Policy
Date Issued	December 15, 2023
Updated and Reviewed By:	Senior Leadership Council
Approved By:	Reviewed by Cabinet, Approved by President, December 11, 2023

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### I. Policy/Procedure

The Office of Student Engagement establishes the official date of withdrawal for students based upon the date the student initiates the process by contacting its office, or the date the College contacts the student. Information regarding academic and financial liability is available at:

[Tuition, Room, and Board Refund Policy](#)

[Financial Aid Refund Policy](#)

### II. Purpose

Luther College is committed to helping students be successful in their courses and remain on track to complete their educational goals. On occasion it might be in the best interest of the student and/or the College community that a student withdraws from, or be withdrawn from, courses at Luther College. The purpose of this policy is to define the withdrawal policy and procedures. An official withdrawal occurs when a student officially notifies the college of their intent to withdraw and ceases to attend classes. An unofficial withdrawal occurs when a student ceases to attend classes without going through a formal process to withdrawal and did not complete the period of attendance on which their federal aid eligibility was based.

### III. Scope

This policy applies to all degree-seeking college students.

### IV. Procedures and Guidelines

#### Withdrawal from a Course

Students may withdraw from a course(s) with a grade of “W” between the end of the last day to add or drop a full semester class and the last day to withdraw from a full semester class with a W grade. A grade of “WR” may be used before the last day to withdraw without an academic record. Check the [Academic Calendar](#) or the Registrar’s Office for specific dates. Students do not receive grade points for Withdraw

(W) grades, but a notation appears on the transcript. Financial liability is not reduced when a student withdraws from a course, and the course will still be counted toward the number of credits attempted in the semester. Students who withdraw from a class may drop below full-time status (defined as 12 credit hours per semester).

Students can withdraw from a course(s) on Norse Hub or by completing the Change of Registration form in the Registrar's Office. If there are extenuating circumstances beyond the control of the student, the student should contact the Registrar's Office or their Academic Advisor. These offices may request substantiating documentation to support the student's inability to complete the withdrawal process in person or via Norse Hub.

Students who receive any form of Federal Title IV assistance and who withdraw may be required by federal regulations to return some or all of the federal aid received. This includes the Federal Pell and SEOG grants, and the Stafford and PLUS loans.

### **Withdrawal from Luther College**

Students who wish to withdraw from the college, or withdraw from all courses during the semester, must initiate the process by contacting the Office of Student Engagement. This procedure applies whether the decision to withdraw occurs during the semester, or at the conclusion of the term. The approval of the Office of Student Engagement allows the appropriate offices to terminate the enrollment status of the student according to a specific date.

Tuition and fees are refunded as shown under the [Tuition, Room, and Board Refund Policy](#). Students who have withdrawn and wish to return to Luther must reapply for admission by contacting the Office of Student Engagement.

Reapplication requires a statement of intent to return and supporting evidence for readiness to rejoin the college. The Academic Standing Board will review the requests from students who were on probation at the time they withdrew, or who were academically dismissed from the college. Applications for readmission are reviewed twice a year, in January and June. The Dean for Student Engagement and the Associate Provost will review the requests from other students who were not on probation at the time they withdrew and who were not academically dismissed from the college.

### **Administrative Withdrawal**

In rare circumstances, students may experience situations that significantly inhibit their ability to function successfully and safely in their role as students. When such circumstances arise, Luther College encourages students to voluntarily withdraw for a period of time so they may address their needs. It is also possible that the College may administratively withdraw a student who does not voluntarily withdraw. Examples of reasons where an administrative withdrawal may be used include:

- Student poses a threat to the health and/or safety of the Luther College or wider community or its members; or
- Student has seriously disrupted others in the residential community or academic environment and a reasonable accommodation is not available; or
- Student is not attending courses for which they are registered, or attendance and work for the courses are erratic and the student does not respond appropriately to reasonable requests from faculty instructors, their academic advisor, the Registrar's Office, the Financial Aid Office, the Office of Student Engagement, and/or other College personnel for explanation of nonattendance.

The following is how Administrative Withdrawals are typically processed:

1. There must have been at least one interactive, good-faith conversation with the student about their needs and the institution's expectations.
2. The Dean of Student Engagement, or designee, will convene the Student Engagement Threat Assessment Team to make an individualized and objective assessment of the student's ability to safely participate in the academic and residential life of Luther College. The assessment will review all available materials, which may include professors, relevant medical records, behavioral contracts, parental or guardian support to determine
  1. The nature, duration, and severity of the risk;
  2. The probability that the potentially threatening injury or event will actually occur;
  3. Whether reasonable modifications of policies, practices or procedures will sufficiently mitigate the risk.
3. The College notifies the student of the withdrawal and the option to appeal in writing. If a student is classified as a dependent student on the tax returns for their parent(s) or if the student has otherwise authorized disclosure of educational records to their parent(s)/ guardian(s) under FERPA, the Office of Student Engagement notifies the student's parent(s)/guardian(s)
4. Administrative Withdrawals take effect immediately. Students must vacate their residential housing and not attend any college activities.
5. Conditions for an administrative withdrawal and any conditions to apply for re-enrollment will be provided to the student in writing.[1] These conditions should help the College answer the question "Can the student safely and effectively participate in the education program at this time?" at readmission.
6. During a withdrawal, all enrolled courses will have a "W" or "WR" transcript notation assigned to all their courses by the Office of Student Engagement in conjunction with the Registrar's Office.
7. A student who has been placed on an administrative withdrawal or has been subject to other restrictions or conditions may appeal this decision within five (5) business days to the Dean of Student Engagement or their designee for review. A decision will be communicated to the student within five (5) business days from the day the appeal was submitted unless circumstances require more time.
8. If a student believes they have been discriminated against, they have the right to seek a review of such concerns under the College's Non-Discrimination Statement. A concern may be filed via a bias report.
9. Students withdrawn through the administrative withdrawal process may be reviewed by the Threat Assessment Team to determine readiness to return to Luther College.

Any student wishing to withdraw or take a leave of absence from Luther College has the responsibility of initiating the process. An official withdrawal is initiated by the Office of Student Engagement, who can be reached at [students@luther.edu](mailto:students@luther.edu).