

WITHDRAWAL POLICY

Voluntary Withdrawal. All students who wish to withdraw from the College during a semester or at the end of a semester must indicate their intentions through completion of an official withdrawal form. All students who withdraw must complete and submit applications for readmission if they wish to re-enroll. If an official withdrawal form is not completed, it could result in "F" grades causing academic probation, suspension, or dismissal. Students who voluntarily withdrawal after the last day to drop a course with a W will receive a W(grade), reflecting the grade at the time of withdrawal, i.e. "WP" or "WF."

Medical Withdrawal. When illness, injury, or psychological/psychiatric disorders occurs while a student is enrolled, a student or guardian may request a medical withdrawal from school. The Dean for Campus Life must approve all medical withdrawals. Documentation of the illness, injury, or psychological/psychiatric disorder from a medical professional (employed by Guilford College or not) is required prior to this approval. Medical documentation supporting a request for a medical withdrawal must be submitted within 30 days of the last attended class unless medical documentation is provided that satisfactorily explains a longer time period. Students who are granted medical withdrawals receive grades of W (withdrawn) in all courses in progress at the date of the medical withdrawal. Specific conditions for re-admittance are stipulated at the time of withdrawal. These conditions may specify a minimum period of time for the withdrawal and/or may require a letter of medical clearance from a physician, psychologist, or psychiatrist stating that in the professional expert's opinion the student is now capable of handling the academic and social demands of college.

Registration Cancellation Policy. A student may request to have her/his complete semester course registration canceled up until 30 calendar days from the last day of final exams for that semester if and only if there is no evidence that the student engaged in any academic related activity during the semester such as

1. Attending a class;
2. Meeting with an academic adviser;
3. Using college resources (e.g., computer account, library, athletic facility);
4. Fines for parking;
5. Cafeteria;
6. Academic Skills Center
7. Career and Community Learning

To request a registration cancellation, traditional students need to contact the Office for Campus Life. Continuing Education students should contact the Center for Continuing Education.

Readmission. All students receiving withdrawals or leaves of absence from Guilford who subsequently wish to return to Guilford as students are required to reapply through the Admission Office or the Center for Continuing Education. Suspended and dismissed students may apply for readmission through the Admission Office after one calendar year. Applications for Readmission are available on the Guilford College web site.

Readmission is determined by the Readmission Committee, which may consider information provided by the Associate Academic Dean, the Dean for Campus Life, and any other appropriate college officials in making its determination. For applications following a medical withdrawal, the Readmission committee may consult the Director of Student Health and/or the Director of Counseling Services.

Readmission is not guaranteed. If readmitted following academic suspension or dismissal, students are required to satisfy the conditions of academic probation explained above. Students who withdrew while on academic probation return on academic probation.

Students returning from academic suspension or dismissal may become eligible again for financial aid; the returning student must file an appeal with the Financial Aid Office. Readmitted students are permitted to resume athletic participation if all eligibility standards are met.