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	Approval: <i>Kindely A. Johnston Ed.D, RN, CNE</i>		Date: 08/15 Review by: 08/18
	Date Revised: 03/12		
	Policy/Revision Submitted by: Dr. Keith Branham		
SUBJECT: <i>Institutional Withdrawal Policy</i>			

I. **POLICY:**
Methodist College maintains a process of institutional withdrawal.

II. **GENERAL INFORMATION:**

Institutional Withdrawal from the College:

Institutional Withdrawal is the withdrawal or discontinuation of **all** courses in which the student is enrolled. The last day to withdraw without a grade assigned to the course(s) is published in the Academic Calendar for each term. A grade of “W” will be posted to the student’s academic record for each course in which the student has withdrawn. To officially withdraw from the institution, the student must complete and submit an *Institutional Withdrawal* form, obtainable from the Office of the Registrar, on or before the Last Day to Withdraw with a “W”. Failure to attend classes does not constitute official Institutional Withdrawal from the College. Failure to complete the Institutional Withdrawal process in the Registrar’s Office on or before the Last Day to Withdraw with a “W” may result in failure of all course work.

“Institutional Withdrawal” and the date will be posted on the student’s academic record.

A student who discontinues enrollment for more than one semester following Institutional Withdrawal must complete an *Application for Readmission* obtainable from the Office of Admissions in order to re-enroll in courses offered by the College. Reapplication does not guarantee readmission. **Refer to the policy for “Readmission to the College.”**