

Online Course Withdrawal Form

Student Name: _____

Semester/Course: _____

Earliest semester eligible to re-enroll: _____

Landmark College Online Dual Enrollment students may drop courses without record prior to the end of the fourth instructional week of the semester. The deadline for adding and dropping courses each semester is posted on the Landmark College Academic Calendar. Student liaison approval is required to add or drop a course. Students can withdraw from any course, for any reason, prior to the end of week 8 of the semester without affecting the student's GPA. The grade of W will appear on the student's transcript for withdrawals prior to the end of week 8 in the semester.

- Withdrawal - Voluntary:** At any time during the year, a student may withdraw from their online courses for personal reasons. In consultation with the Director of Online Learning, a student planning to take future online courses from Landmark should discuss the requirements for readmission.
- Withdrawal - Involuntary:** Students may be forced to withdraw from online courses for inadequate academic performance.
- Withdrawal - Medical:** A medical withdrawal will be granted in the case of extraordinary circumstances - such as a serious illness or injury - that prevent a student from continuing his or her coursework. This classification covers both physical-health and mental-health difficulties. A student must provide documentation from a qualified professional for a medical withdrawal within 30 days of his or her departure from the online course or courses. The College may certify a medical withdrawal without documentation.

Students capable of signing the official withdrawal form are expected to do so. If the student is not capable of signing the form, the Dean of Students or Academic Dean may sign on behalf of the student.

Student

Date

Liaison

Title

Date

Landmark College Administrator

Title

Date

<p>For Office Purposes Only: Withdrawal <input type="checkbox"/> Drop <input type="checkbox"/> Date of Request _____</p>
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For more detailed information on Landmark College’s Withdrawal Policy visit <http://catalog.landmark.edu/>:

*Voluntary or Medical Withdrawal Week of Academic Term/Semester	Percentage Refunded of Tuition
First Week of Class	80%
Second Week of Class	60%
Third Week of Class	40%
Fourth Week of Class	20%
After Fourth Week of Class	0%

Landmark College Online Dual Enrollment New Semester Timeline · **Spring 2021**

Term Dates: January 26th –April 30th, 2021

Calendar Dates:

Note: online dual enrollment dates adhere to Block B dates designated on the [LC Academic Calendar](#)



● Registration Deadline December 28th, 2020

● Student login email sent January 11th, 2021



● New semester packet sent January 12th

● Online Course Advisor will reach out beginning January 12th

● **Begin Student Online Readiness** before January 25th



● **Full Payment Due*** before January 26th

● **College Credit Course Begins** January 26th



● Last day to drop classes w/o a W February 23rd

● Mid-semester grades due March 12th

● Last Date to withdraw with a W/P.W/F April 23rd



● **College Credit Course Ends** April 30th

● Course Feedback forms due May 3rd



● Grades due May 7th

* Payment is due prior to credit course start date. If payment is not received the student will not have access to their credit course(s) and a late payment fee will be applied. Partnering schools may have different payment agreements.

