



Red Rocks Community College

Enrollment Services Operational Guidelines

Title: Total Withdrawal

Effective: 7/1/13 **Approved:** 10/29/13 **Revised:** 10/16/13

Reference: <http://www.rrcc.edu/admissions/TotalWithdrawal.html>

Purpose: To define guidelines governing the total withdrawal from classes by a student.

Scope: Applies to all students contemplating total withdrawal.

Attachment: Total Withdrawal Process Form

Total Withdrawal

Red Rocks Community College is committed to helping students reach their academic goals. At times, circumstances can cause the student to contemplate total withdrawal from all their classes. RRCC has a process in place with the objective of making the student aware that there are options that can possibly help him/her successfully complete his/her current semester and ultimately reach their academic objective.

- Students withdrawing from all courses for which they are registered are considered ‘withdrawn’ from the college for that semester.
- The student’s records remain active for three consecutive semesters, after which the status is considered ‘inactive’.
- If a student decides that a Total Withdrawal is the only option; the following steps must be completed:
 - Obtain the Total Withdrawal Process form from Admissions/Advising, or complete it online and print it out.
 - Obtain a signature of the authorized personnel from each department listed.
 - Return the completed form to the Admissions Office.
 - Upon receipt of the fully-signed form, the Admissions Office staff will finalize the Total Withdrawal process, record it in the Total Withdrawal database, and submit it for Imaging.