



# The Colorado Center for Medical Laboratory Science

Denver, Colorado  
Student Withdrawal Policy

In order to officially withdraw from course work, a student must:

1. notify The Center's director IN PERSON as soon as possible, a two week notice being preferred.
2. submit a completed withdrawal form to The Center's director within 3 working days of the above notification
3. resolve any financial obligations to The Center in accordance with the refund policy. If this requirement is not satisfactorily completed, the student's account will be referred to a collection agency.
4. complete the "End of Year Student Checkout" procedure as applicable.
5. If a student is unable to complete official withdrawal procedures (i.e. serious injury), appropriate family or friends may complete the process on the student's behalf.

Student transcripts will indicate a grade of "IW" (Incomplete Withdrawal) for courses from which students have withdrawn. If the course has not been completed within one year, the transcript grade will automatically convert to a "W" (Withdrawal).

Unofficial withdrawal from The Center is considered for the following:

1. student who drops out without official notification - withdrawal date is the last recorded date of attendance
2. student who does not return from an approved leave of absence - withdrawal date is the last recorded date of attendance
3. student who is terminated - withdrawal date is date of termination

Students who unofficially withdraw from The Center must:

1. resolve any financial obligations to The Center in accordance with the refund policy. If this requirement is not satisfactorily completed, the student's account will be referred to a collection agency.
2. complete the "End of Year Student Checkout" procedure as applicable. If on-site student checkout is not possible, student will be requested to return identification badge and keys by mail. If these are not received within 7 days, the ID will be cancelled immediately and the cost of changing appropriate locks and new key production for all remaining students and faculty will be billed to the withdrawing student. The cost of all non-returnable or damaged equipment will also be billed to the withdrawing student.

Students who are on unofficial withdrawal status will:

1. receive a grade of "F" for all course work during the applicable term.