

# Ozarka College

## Withdrawal Procedures

Withdrawal removes a student from all courses and must be completed by the date designated on the academic calendar for each academic term.

A student who wishes to withdraw from school during a semester is required to follow the official withdrawal procedure, which requires completion of an electronic withdraw request through the student's myOzarka. A notification of the request is sent to the student's instructor and advisor, each of whom have an opportunity to acknowledge the request. The withdrawal is processed by the Registrar after the request has either been acknowledged by both the instructor and advisor, or after the 8<sup>th</sup> day following the request for a Fall or Spring term, or after the 5<sup>th</sup> day following a summer term. Students with circumstances preventing them from withdrawing electronically, will be provided with a paper withdrawal form which will be manually processed by the Registrar's office.

Instructions for electronically withdrawing from a course or courses:

1. Log into your myOzarka account
2. Click on the Courses tab
3. Click on the link to the right labeled: Request a drop
4. Select or check the course/courses you wish to withdraw from
5. Select the reason you wish to withdraw from the course or courses
6. Click submit or process

Your request will take 7-10 days to process. If at any time before the drop is processed you decide you would like to remain in the course, please go back to that link, and delete your drop request. If you have any questions, please call the Registrar, at 870-368-2028.

For information on the effects of the withdrawal in relationship to the student Title IV funding please see Return of Title IV Funds and Enrollment Reporting Policies and Procedures.