



WITHDRAWING FROM WEBB INSTITUTE

The Dean and/or the Director of Admissions and Student Affairs are the first points of contact for making plans to leave Webb Institute and initiating an official withdrawal.

There are four types of withdrawals at Webb Institute:

- Academic Withdrawal (involuntary)
- Personal Leave (voluntary)
- Resignation (voluntary)
- Medical Leave (voluntary or involuntary)

Academic Withdrawal:

In the event of a student class failure, the faculty will deliberate the case and may recommend Academic Withdrawal to the President. The following general criteria apply:

- A grade of 70 will be considered passing.
- Three or more failures occurring in one semester will result in an academic withdrawal vote by the faculty.
- Three or more failures accumulated over the course of a student's history at Webb; two failures in one semester; or, other than the first semester of the freshman year, one failure, and a semester grade average of less than 75 will result in consideration for academic withdrawal.
- Academic withdrawal for unsatisfactory academic performance shall not be limited to the end of the semester.

Please see the Dean's Instruction on the Grading Policy.

Personal Leave: Students may, with the approval of the Dean, interrupt their Webb Institute education and take a personal leave of absence to pursue nonacademic interests for an academic year. The conditions governing a personal leave of absence are as follows:

- Students will need to satisfy the winter internship requirement during the summer following their return to Webb Institute.
- Students must be in good academic standing at the end of the semester immediately prior to the start of the leave.
- Leave extensions, terminations, or cancellations must have the approval of the Dean.
- Students on leave are not considered enrolled at Webb Institute and are expected to leave the college community.
- Students should be aware that taking a leave may affect their class standing.

Students are expected to return after their leave. Academic readmission is unnecessary, and individuals retain financial aid eligibility if they adhere to college deadlines.

Resignation: Students may resign from Webb Institute at any time. Resignation permanently terminates the student's official relationship with Webb. If a student were to wish at some future date to return to Webb Institute, the student would need to apply for readmission to the Academic Readmission Committee. Please see the Readmission of Ex-Students on the website. Due to the permanency of resignation, students are encouraged to discuss their plans thoroughly with the Office of Student Affairs, the Dean, and their families.

A decision to resign should be submitted in writing using the Withdrawal form. Students should also reference the Withdrawal Checklist and any other associated paperwork. Forms are available in the Office of Student Affairs.

Medical Leave of Absence: Please see the Medical Leave of Absence policy on Webb Institute's website.