



Withdrawal Policy

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. All withdrawals will require the Withdrawal Form to be filled out and signed by respective departments.

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 if a student fails a class(es), 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 consideration for academic withdrawal vote.
- 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 by the faculty.
- Academic withdrawal for unsatisfactory academic performance shall not be limited to the end of the semester.
- Overall student performance is to be featured into considerations.

Please see Webb's Grade Policy: <https://www.webb.edu/wp-content/uploads/2020/02/Grading-Policy.pdf>

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, if not completed prior to their leave
- Students must be in good academic and honor 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 on leave are not permitted to use Webb Institute facilities or live in Webb Institute's dorms and must follow Webb's Guest policies.

Students are expected to return after their leave. Academic readmission is unnecessary, and individuals retain financial aid eligibility if they adhere to college deadlines. If there are any pending Honor Council issues/cases, Student Course issues/case, the process must be completed in a timely manner with the Honor Council, Student Court and/or Faculty Honor Council before the student can return to campus.

Resignation: Students may resign from Webb Institute at any time. Resignation permanently terminates the student's official relationship with Webb. If a student wishes 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 in the Policy section 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 to the Registrar and 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.