WITHDRAWAL GRADE PROCEDURE

A student must meet with their professor to obtain authorization to withdraw from a course by the 70% point in the semester to avoid academic penalty.

If you choose to withdraw, please keep the following in mind:

- A course withdrawal is not an automatic process, you must complete a request to withdraw form and have the form signed by your professor. The completed and authorized form must be submitted to the Enrollment Services Office.

- If you withdraw from a course after the 100% refund date, it counts as an attempt and a “W” will remain on your transcript.

- You may withdraw with a grade of “W” up to the withdrawal date. Withdrawals after that date would be considered only through the petition process. Check with your Academic Advisor for more information.

- Withdrawals are not official until processed at the Enrollment Services Office. Get a copy of your schedule to confirm this transaction.

- Withdrawal deadlines are published in the official College calendar.

- Dropping a course may jeopardize your financial aid, veteran benefits, Lagoon Landing residency or participation in student activities – check with your instructor before withdrawing.

An instructor may withdraw a student from courses for excessive absences and/or non-attendance up to the 70% point in the semester. (Withdrawals after that date will be granted only through approved college procedures).

The student will be permitted a maximum of two (2) withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for that course.

Students who drop a course with professor authorization on or before the last day to receive a refund will receive a 100% refund. (Refer to the college calendar for appropriate date).

Students who do not officially withdraw with professor authorization will be assigned a letter grade by the instructor. The last day to officially withdraw is listed on the college calendar as
well as the printed term schedule. Students are reminded that instructors are not permitted to change the academic status of a student, i.e., award a grade of W (withdraw)” or “X (audit)” on the final roster. It is the student’s responsibility to meet with their professor to obtain authorization to withdraw or change his/her registration status by the published deadlines.

Requests for refund of matriculation, tuition, and laboratory fees not allowed under college policy will be referred to the Student Services Appeals Committee. See Exception to Established Refund Policy for more information.