

WITHDRAWAL FROM CLASSES or the COLLEGE

COURSE WITHDRAWAL

Students may adjust their course registration after the end of the Add//Drop period by withdrawing from a course(s) but still remaining enrolled at the Collee. Students who withdraw from a course will receive a notation of “W” on their college records. Course withdrawal is **not** equivalent to Termination of Enrollment.

Students may withdraw from a course starting the sixth class day of each semester until the last class day of the twelfth week. The official withdrawal date from a course will be the date the Registrar’s Office receives the completed and signed withdrawal form. No verbal, telephone, electronic, or proxy requests will be honored. Withdrawing from a course does not alter a student’s tuition liability for the course(s). Failing to attend a course does not withdraw a student from the class or remove tuition liability. Withdrawing from a course can affect Satisfactory Academic Progress (SAP) for Financial Aid.

EMERGENCY WITHDRAWAL POLICY

Withdrawal for a documentable medical, military, or other emergency may be requested at the Registrar’s Office at any time. Requests are considered on a case-by-case basis, and in most cases verification will be required (verification from a treating physician/clinician, military orders, etc.). If approved, an emergency withdrawal will be noted on the permanent record as “W”. Please note that an approved emergency withdrawal does not cancel the student’s financial liability to the College for course tuition or fees. Once the withdrawal is approved by the appropriate college official, questions regarding the student’s billing statement should be directed to the Bursar’s Office.