

## **Policy 255.00 – Withdrawal from a Class**

Students may have a grade of W posted on their transcript instead of a letter grade by officially withdrawing from a course. To officially withdraw, students need to complete the required form which then is processed in the Registrar's office postmarked by the published withdrawal date. Students who have never attended classes will be dropped. Students who stop attending class but do not officially withdraw from a course, will receive an F on their transcript and be responsible for outstanding charges.

The deadlines for withdrawing are published by the Registrar's office and generally as follows:

1. **Full term (14 - 16 weeks):** Students may withdraw prior to November 15 during the fall semester and April 15 during the spring semester.
2. **Short term:** Students may withdraw up to 25% prior to final examinations.

If a student completely withdraws from the College, refunds are made in accordance with the refund Board policy and published refund dates.

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