

Board Policies

ACADEMIC AFFAIRS

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.

Student Withdraw

It is the student's responsibility to withdraw from the course for reasons of academic performance through the Registrar's Office.

Instructor Withdraw

Behavioral, disruptive or other just cause may result in the student being withdrawn from the class at the request of the instructor.

1. Before an instructor is permitted to submit to the Registrar a request for withdrawal of a student from classes, an incident report must be initiated by the instructor stating the specific reasons. It is the responsibility of the instructor to file this report with the Academic Affairs Office.
2. A student may petition for reinstatement in the class within five days of notification of withdrawal, according to Policy 403.00.

Administrative Withdrawals and Expulsion

Refer to Policy 405.00

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