

Course Withdrawal Policy

Course withdrawals can be made through the tenth week of full-semester classes (this period shall be prorated for abbreviated terms). Withdrawal requests must be submitted in writing to the Office of the Registrar. Refer to the [Academic Calendar](#) for specific deadlines to submit withdrawal requests. A grade of W will be recorded on the student's transcript.

Students should be aware that withdrawals may negatively impact the Satisfactory Academic Progress Requirement for financial aid. It is the student's responsibility to follow up with the Financial Aid Office.

An instructor may decide to withdraw a student from a class through the tenth week of full-semester classes when that student has failed to adhere to the instructor's attendance policy (this period shall be prorated for abbreviated terms). In this case, the instructor must record a grade of Z on the student's record.

After the tenth week of a full-semester (or a prorated time for abbreviated terms), a course withdrawal will not be permitted unless exceptional circumstances warrant. Exceptions must be approved by the Vice President of Academic and Student Affairs or designee. (Approved by College Meeting December 5, 2022)

Also see [Semester Withdrawal Policy](#) and [Course Drop Policy](#)