A. Purposes

To provide procedures for students to follow in making official withdrawals from classes.

B. Responsibility

1. The student has sole responsibility for withdrawing from courses he/she does not wish to continue.

2. The Office of Records and Registration is responsible for processing the withdrawal form so that the student’s GPA is not affected.

C. Procedures

1. The student is encouraged to discuss his/her decision to withdraw with his/her instructors and/or faculty advisor.

2. The student must discuss his/her decision to withdraw with the Financial Aid Office, if applicable.

3. The student must complete a withdrawal form.

4. Students who wish to withdraw from all course work (complete withdrawal) should speak with a counselor prior to submitting the withdrawal form to the Office of Records and Registration.

5. The student must submit the withdrawal form to the Office of Records and Registration by the published deadline.

6. After the deadline, withdrawals are granted for the reasons listed below and must be supported by documentation and approved by the division dean:

   a. Medical – accident or illness
   b. Administrative – unusual or unavoidable circumstances