

Drop/Withdrawal

All official withdrawals must:

1. Be made through the student's academic advisor or academic dean by the deadline published in the Academic Calendar. Courses that have non-standard beginning and end dates may have different withdrawal deadlines than the ones published. Students in these courses should consult their course syllabus or their instructor for deadline information.
2. Be made in person, if possible.
3. Be recorded by the Student Records Office to be official.
4. Receive a grade of "W" (Withdrawal). Students who leave class without officially withdrawing may receive a grade of "F" (Failed). Students whose cumulative absences exceed 20% of scheduled class hours for the semester may receive a grade of "W#" (Administrative Withdrawal) in respective courses. Students should never assume that their instructor will administratively withdraw them for excessive absences.

Last dates of attendance are required for grades of "W," "W#," "R," and "F." The official withdrawal date will be the last date of attendance, the last day that a learning activity was submitted for a distance learning course, or in accordance with the Department of Education's requirements. Students are urged to consult with financial aid and veteran's affairs staff regarding the impact of course withdrawal and last date of attendance for financial aid and veterans' benefits eligibility. Withdrawals after the deadline published in the Academic Calendar must be approved by the vice president of academic and student services.

Policy Number: 401-02-04AP

Adopted: June 1, 2011

Amended: July 22, 2014, September 25, 2018

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