

Withdrawals

(also see Financial Information and Grading System)

The process of withdrawing from a course begins with the Registrar's Office. Withdrawing from school also begins with the Registrar's Office.

Before taking midterm exams, all course withdrawals will show as W on the student's transcript. After midterm exams, those withdrawing from a course with a passing grade will be shown as WP, those with a failing grade as WF (note page 35). Withdrawal from school will be addressed as W.

In order to withdraw from College, the student must obtain a withdrawal form from the Registrar's Office. The form must be properly filled out and signed by the Dean of Students. Otherwise, the grades for that semester will be F. Any credit or refunds will be based on the date of official written withdrawal from school as received in the Registrar's Office regardless of the date on the withdrawal form. Merely ceasing to attend classes does not constitute official withdrawal.

Students who pre-register must follow the official withdrawal process to avoid being charged for all classes for which they enroll. Withdrawal must take place before the fifth day of classes during normal semesters. Withdrawal from ADP, Online courses, and Lifetime Learning will follow the schedule in those particular catalogs. Withdrawal from summer school must take place by the end of the second day of class.

Any student who is out of College for a semester for any reason must request and complete a readmission packet. This is to be returned to the Enrollment Management Office.