

**SECTION: General Information**  
**SUBJECT: Withdrawal Policy**  
**SOURCE REFERENCE:**

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## **WITHDRAWAL POLICY**

Students who register but never attend class must be submitted by the faculty member as “no shows.” After the schedule change period, a student who drops a course may do so by completing a Change/Withdrawal-Refund Request Form in the Office of Student Services or at the appropriate instructional site. Students who officially withdraw prior to midterm will receive a grade of “W.” Students who officially withdraw after the midterm will receive a “WP” or “WF” based upon their academic performance in the course at the time of the withdrawal. Students dropping a class after midterm must do so by the last regularly scheduled day of class.

Pell Grant recipients who completely withdraw before completing 60% or more of the term will be subject to the return of Title IV calculation. Students receiving any type of financial assistance should be encouraged to speak with financial assistance personnel before withdrawing.

A student who desires to officially withdraw from all classes during any semester should contact the Office of Student Services.