

Course Drop / Withdrawal Policy

Authority: Registrar's Office
 Enrollment Services
 Academic Affairs

Effective Date: 05/12/2015
 Last Revision: 08/01/2023

PURPOSE:

The purpose of this policy is to communicate course drop and withdrawal processes and how it affects students' academic record.

POLICY STATEMENT:

Student Drops and Withdrawals

Students have the option to drop or withdraw from a course by certain pre-established deadlines each semester or session. Students utilize LoLA to drop or withdraw from classes. Students can reference the College Catalog for withdrawal instructions.

The withdrawal date for full-term classes will be during the 12th week of classes during the Fall and Spring semesters. During Summer semesters and 8-week sessions, the withdrawal date will be during the 6th week of class. The registrar's office will supply withdrawal dates for courses that are offered in a term fewer than 8 weeks.

If a student drops a class during the designated drop/add period, the course is removed from the student's transcript. If a student withdraws from a class after the designated drop/add period but on or before the designated final withdrawal date, the recorded course grade will be a W.

A student may not withdraw from a class after the designated final withdrawal date unless an administrative withdrawal is granted by the dean of the program/course discipline in which the student is enrolled.

DISTRIBUTION: Electronically via College's email and website

APPROVAL:

Reviewing Council/Entity	Approval Date
Other (if applicable)	
Governance Council	12/05/2023
Leadership Group	12/18/2023