

Withdrawal from a Class or College:

Course withdrawals occur after the add/drop period has ended and prior to the last day to withdraw from a course as designated in the College calendar. Students are responsible for knowing these deadlines. Students who withdraw from a class after the last day to register will receive a grade of "W." A student who withdraws from a class will not be reinstated in the class during the semester/term in which the withdrawal occurred. Complete withdrawals occur when a student withdraws from all of his/her courses during a given semester. Students will receive a grade of "W" in each class and will not be reinstated into his/her classes during the semester/term in which the withdrawal occurred. Students wishing to drop a course, withdraw from a course, or completely withdraw from a semester must take the appropriate steps prior to the deadlines published in the College calendar. Students who fail to attend class and do not appropriately drop or withdraw will remain enrolled in the class and take the earned grade (usually an 'F'). Students may drop or withdraw from classes by either completing a form in the Office of Student Services (Technology Center) or by completing the process online via the student's OneACCS secure account. A student receiving financial aid and/or veterans' benefits must notify personnel in the Financial Aid office prior to withdrawing from a course in order to determine any impact that the withdrawal may have on such benefits. In addition, a student living in the residence hall should notify the Residence Hall Manager of his/ her intention to withdraw from the College. Likewise, students participating in official College athletics should notify the appropriate coach and/or the Athletic Director. Students enrolled in the Nursing Program must receive the approval of the Director of Health Sciences prior to withdrawal. Notifying these staff does not withdraw the student. The withdrawal will not take place until the student completes the process.