

5000.0A

Withdrawal Grades Procedure

The official withdrawal period will include the first 80% of the calendar days associated with the semester. The number of days will be prorated for courses shorter than a full semester. Students choosing to officially withdraw within the defined dates will be assigned a grade of "W".

Students may withdraw from one or more classes, including total withdrawal from the college. In cases of extenuating circumstance, a student may petition the Registrar for permission to drop a class with a grade of "W" after the stated deadline.

Registrar's office assigns W, WP, WF grade to all courses when student is properly withdrawn from college.

Students withdrawing within the first 10 weeks will receive a grade of "W" for all courses.

Students withdrawing after the tenth week of the semester will receive grades of "WP" (withdraw passing) or "WF" (withdraw failing) as assigned by the faculty.

Students wishing to withdraw after completing a course of less than 15 weeks who wish to keep the earned grade will not be processed a withdrawal. The remaining ungraded courses will be processed as drops on the transcript.

Adopted:
Reviewed:
Revised: