

## **5000.0B Drop and Withdraw Procedure**

### **When to Drop**

To drop is to discontinue enrollment in a course or courses prior to the end of the drop/add period at the beginning of a term. A dropped course does not appear on the student's academic transcript. Dropping a course does not influence a student's Satisfactory Academic Progress (SAP) measurement, but it may impact the financial aid a student earns for the semester in question.

### **When to Withdraw**

Withdrawing is to discontinue enrollment in a course or courses after the end of the drop/add period. When withdrawing from one or more courses, a student should complete the process through Self Service. To withdraw from all courses in a semester, a student should begin the process with their Advisor. A grade mark of Withdraw (W) will be placed on the student's academic transcript for each course. Withdrawal from a course or from the college may impact both a student's current and future receipt of financial aid.

### **Additional Considerations**

The last day to add or drop a course is determined by the Office of the Registrar and can be found on the MyNWCCD Hub. Courses shorter than a full semester will have prorated deadlines. The course expense is removed from the student's tuition if dropped during the official drop/add period.

Withdrawing from a course results in a W on the transcript, but this does not affect a student's GPA. It may be academically beneficial to withdraw rather than receive a failing grade. Withdrawal from a course can be completed up until the 80% mark of the semester or term.

The cost of the course remains the responsibility of the student, and the earlier a withdrawal occurs, the lower the potential cost. Withdrawal may also affect a student's full-time status, which can in turn impact scholarships and financial aid. Students are encouraged to consult with a financial aid professional before withdrawing from a course(s).

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