

SOUTHWESTERN COMMUNITY COLLEGE	STUDENT SERVICES <b>STUDENT WITHDRAWALS</b>	Procedure 6.02.01.02
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## 1. Change of Schedule

The drop/add period is the first five (5) class days of each semester. Withdrawals and additions are permitted during this time without grade penalty. Schedule changes are made on the ADD/DROP/WITHDRAWAL available online and in the Student Service's Office.

## 2. Official Withdrawal Procedure

To withdraw from a course(s) or the College, a student should contact his advisor and initiate the ADD/DROP/WITHDRAWAL Form or initiate the form online. If a student withdraws by the official withdrawal date for the semester (published in the College's calendar), the grade received will be a "W."

If a student seeks to withdraw from a course(s) after the official withdrawal date, this request may be granted under extenuating circumstances, such as serious illness or job transfer, and will be considered on an individual basis by the instructor. It is the student's responsibility to provide compelling documentation for this request and to attach the documentation to the Form. The Form requires the signature of the advisor, appropriate instructor(s), and the dean and then is processed in the **Director of Student Records**/Registrar's Office.

It is the student's responsibility to initiate the withdrawal process. If a student stops attending class and does not complete an official withdrawal, the student's final grade will be an "F". An exception would be a "W" or "WF" if the conditions for an administrative withdrawal are met.

The "W" or "WF" will not influence the grade point average for the semester. However, withdrawing from courses could affect a student's eligibility for financial aid. Students who receive financial aid should always consult the financial aid officer before withdrawing from a course.

Cross Reference: 6.02.01 – Attendance Requirements and Student Classification

Adopted: April 2010

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**April 29, 2015**