PURPOSE

The purpose of this procedure is to establish guidelines for student withdrawal from credit courses.

PROCEDURE

1. Withdrawal from Courses
   a. Students may withdraw from classes at any time prior to the first day of the final exam period of an academic term.
   b. Students requesting to withdraw from a course(s) after the academic term's add/drop period must notify the instructor via their official student email address.
   c. Students must email their instructor and academic advisor to complete the drop/withdraw.
   d. Students must save a copy of the email request for their records.
   e. For students who have never attended a class, the instructor will assign a “Never Attend” code in the native student information system, or self-service product, no later than ten (10) days after the first day of class. If a student is withdrawn by mistake, the instructor may add the student back to the course.
f. The instructor for each course for which a withdrawal is requested will assign the student a grade of “W” up to, and including, the established midterm date, or “W”, “WP” or “WF” after the established midterm date, in accordance with TCL Procedure 3-1-301.7 Recording of Grades.

g. The grade will be recorded on GradeBook, on the final grade roster, and on the student’s academic record.

h. The instructor inputs the student's withdrawal onto the student's academic record.

i. The Office of Student Records pulls the report of dropped/withdrawn students and forwards the list to the Financial Aid Office and to the Business Office.

2. Withdrawal from College

a. A student who is planning to withdraw from the college must settle all financial obligations to the college.

b. To withdraw from the college, the student must withdraw from all courses for which he or she is registered.

c. The withdrawal from the college is complete when the student has withdrawn from the last course.