

OFFICIAL WITHDRAWAL FROM COLLEGE

Withdrawal from All Classes

A student leaving the college is responsible for paying all college related debts. Students with unpaid balances may not be able to enroll or receive other services until all debts have been paid.

Students on Financial Aid who wish to withdraw from all classes must submit a Complete Withdrawal Form and complete an exit interview with the Financial Aid Director. See Return of Title IV Aid Policy section.

Military Withdrawal

Military withdrawal occurs when a student who is a member of the U.S. Military, receives orders necessitating a withdrawal from classes. Upon verification of such orders, the withdrawal symbol of "MW" shall be assigned. Military withdrawals shall not be counted in "satisfactory academic progress probation and dismissal calculations." Further, the following courtesies are available to the student:

- In the case of a student who is an active or inactive member of the military services and who receives orders compelling a withdrawal from courses, the District will, upon petition of the affected student, refund the entire enrollment fee for courses in which academic credit is not awarded.

Unofficial Withdrawal - "FW" Academic Grading Symbol

It is the sole responsibility of each student to register for and drop a course if necessary. Faculty can support students by notifying them of add and drop deadlines. If, however, a student stops coming to class after the last day to officially withdraw or fails to adhere to the instructor's attendance policy, faculty may assign the "FW" academic grading symbol. The formal "FW" definition is noted below:

The "FW" grade is an indication that a student has ceased participating in a course after the last day to officially withdraw from the course without having achieved a final passing grade, **and** that the student has not received authorization to withdraw from the course under extenuating circumstances (late withdrawal). The "FW" symbol may not be used if a student has qualified for and been granted military withdrawal "MW". If an "FW" is used, its grade point value equals zero (0), and it will be calculated into the GPA in the same manner as an "F" grade. If applicable, the Financial Aid Office will apply the Return to Title IV funds formula.