 Withdrawals do not affect the students’ grade point average; however, excess withdrawals may affect (1) progress or dismissal status, (2) full-time enrollment status, (3) eligibility for financial aid and other benefits, and (4) athletic eligibility.

3. Instructors’ Withdrawal Option

Students who miss the first meeting of a course may be dropped by the instructor. In addition, an instructor may initiate a drop if the student is absent for a total of four (4) consecutive or six (6) cumulative instructional periods and/or two (2) consecutive weeks of instruction.

Instructors may drop students with a no grade of record when they submit their online opening day roster or census roster. Drops submitted on the Withdrawal Roster are recorded with “W” (withdrawal) and appear on students’ transcripts; they are subject to appropriate enrollment fees and/or tuition fee.

Instructor initiated drops may be submitted through the Withdrawal deadline date. Instructor Initiated Student Drop cards are available in division offices or at the Faculty Assistance window in Admissions and Records.

4. Extenuating Circumstances-Initiated Withdrawals

After the first 75% of a course has elapsed until the last day of classes (before finals), a student may receive a “W” only by petition. Petitions are available in the Counseling Office.

Documentation must be presented verifying the situation, the instructor must approve and verify that the class is being passed with a minimum of a “D” grade, and the Dean of Counseling must approve the request. Circumstances that will be considered are acute medical problem, acute personal or family problem, employment related problem, or other similar circumstances preventing a student from completing the class.

5. Disciplinary Reasons

The active enrollment of a student in a class may not be terminated by the instructor for disci-