

SOUTHWESTERN COMMUNITY COLLEGE	STUDENT SERVICES STUDENT WITHDRAWALS	Procedure 6.02.01.02
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1. **Change of Schedule**

The schedule adjustment period is the first five (5) class days of each semester for full session courses: the College maintains schedule adjustment periods for other course sessions. Withdrawals and additions are permitted during this time without grade penalty.

Schedules should be updated using the appropriate electronic form.

2. **Official Withdrawal Procedure**

To withdraw from a course(s) or the College, students should contact their advisor then complete the appropriate electronic Add/Drop/Withdrawal form. 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 due to extenuating circumstances, such as serious illness or job transfer, the request will be considered on an individual basis by the instructor. It is the student's responsibility to provide compelling documentation for this request. If approved, the instructor will then file for the withdrawal to be 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 grade earned to the last date of attendance will be submitted as the final grade. An exception would be an "AW" if the conditions for an administrative withdrawal are met.

The "W" or "AW" 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
7.01.03 – Tuition and Fees Refund

Adopted: April 2010

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April 29, 2015
January 23, 2018
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