

## Student/Instructor Withdrawals

In order for a student to withdraw from a course and receive a “W” on his/her academic transcript, he/she must withdraw by an official date as established by the Academic Standards Committee and published in the official academic calendar, College Catalog and other official publications.

An instructor may withdraw a student from class if the number of absences is detrimental to the student’s ability to meet the course objectives. Instructors can withdraw a student from a course by the official date established by the Academic Standards Committee and published in the official academic calendar and other official publications.

Students with mitigating circumstances may make an appeal with the Office of the Vice President for Academic Services to be withdrawn after the official date to withdraw for the term. For students enrolled in correctional programs, the appeal process begins with the appropriate associate dean of the correctional site, with final approval made by the appropriate dean of the correctional site.

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Revised October 13, 2003  
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