

WITHDRAWAL FROM INDIVIDUAL CLASSES

It is the responsibility of the student to drop her/his classes; ceasing attendance to classes does not constitute an official withdrawal from class.

A student wishing to withdraw from an individual class must obtain an electronic Drop/Add form from their advisor. Students may withdraw from any or all classes before the last 28 calendar days of the semester and receive a grade of "W" (withdrawal). For classes with a duration of less than 15 weeks, student withdrawal must be completed on a prorated basis to the 15 week semester. Once the electronic form has been signed by all designated parties it will be emailed to the Registrar's office for the official process of withdrawal. A withdrawal (W) grade is not computed in the student's grade point average. Withdrawal from a class does not release a student from any unmet financial obligation.