

# Student Withdrawal

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## *Procedures of Official Withdrawal:*

- Students who are withdrawing from all classes must contact the administrative offices to let them know of the date they intend to withdraw.
- The Financial Aid Office is notified of the student's intent to withdraw. The Business Office, Enrollment Office, and the Financial Aid Office fill out a withdrawal worksheet.
- The Financial Aid Office contacts the student to counsel him/her regarding the consequences of withdrawal. A student may refuse counseling. A student who previously intended to withdraw has the option of rescinding his/her withdrawal after counseling.

## *Unofficial Withdrawal*

When a student stops attending classes altogether, it is considered to be an unofficial withdrawal. Withdrawing from class whether officially or unofficially will affect a student's academic progress and may jeopardize his/her ability to receive Financial Aid in the future. All students are strongly urged to counsel with the Financial Aid Office before withdrawing.