



Student Withdrawal

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.

Institutional Withdrawal

Students finding it necessary to terminate their student status must obtain and file an official Withdrawal Form with the Registrar. A student who completely withdraws from the College while enrolled in classes will be dropped or withdrawn from their courses according to the Schedule Revision Policy. *All students are strongly urged to counsel with the Financial Aid Office before withdrawing.*

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. Students who do not re-enroll for two consecutive semesters will be officially withdrawn from the college and be required to apply for readmission under the current catalog.