

Student Withdrawal

You may withdraw from class(es) by the following this procedure:

1. Obtain the [Student Request for Withdrawal Form](#) from the Advising and Counseling Center, Off Campus Center Directors, or Panther Central.
2. Meet with an Academic Advisor/Counselor or Off Campus Center Director. Fill out the form then the Advisor must sign the form of your intent to withdraw.
3. Inform your instructor(s) of your intent to withdraw. The Academic Advisor/Counselor will discuss with this with you when you meet with them.
4. For those on financial assistance or veteran's benefits, you must advise the Financial Aid Office and/or the Veteran's Affairs Office of your intent to withdraw from class(es) and they must sign the form of your intent to withdraw.
5. Submit the form to the Welcome Desk or to the Off Campus Director to be official withdrawn from class(es). The Advisor/Counselor can withdraw you under certain circumstances, if you fail to submit the Student Request for Withdrawal Form, **YOU WILL NOT BE WITHDRAWN FROM CLASS(ES)**.

You may not withdraw if this is your third or fourth attempt in a college credit or developmental course. Attendance expectations should be clearly specified in the course syllabus and covered by the instructor during the first week of class in a format appropriate to the class (written, oral, electronic). College credit and clock hour programs differ in the amount of time you must attend in order not to be dropped from the class. The instructor may report you for non-attendance for lack of attendance in the following ways:

1. If you do not attend classes during the **MANDATORY ATTENDANCE PERIOD**, you may be reported to the Office of the Registrar as a "NS."
2. If you stop attending class after the last day to withdraw with a **W**, your instructor may award the grade of **F** prior to the end date of the class.
3. If you are taking Online (W), Hybrid (HB), or Hybrid-Flexible (HF) courses, the Educational Technology Department will be notified by the registrar to remove you with a grade of **W or F** and from access to the D2L Brightspace® course(s).
4. If extenuating circumstances beyond your control occur after the withdrawal date, you may petition the Academic Appeals Committee to request a withdrawal from the class with a grade of **W**.