

Withdrawal/Dismissal

A student officially withdrawing from all classes during an academic term is to obtain a withdrawal slip from the Registrar's Office or Express Center. The academic advisor must sign the withdrawal slip. A student must visit with Student Development, Student Billing, and Financial Aid and Residence Hall (if applicable) so they are aware of any academic or financial repercussions. Refunds are determined by the date of the official withdrawal. A withdrawal is considered official when the written notice, after being signed by the designated personnel, is returned to the Registrar's Office. If a student does not withdraw from her classes, she will receive failing grades on her transcript. The last day to withdraw is the end of the 12th week of classes.

A student can be administratively withdrawn according to the following process. The administrative withdrawal grade of "AW" is used to withdraw a student from **one or more courses or all courses** who is unable to initiate the withdrawal herself due to extraordinary circumstances such as serious illness, accident, etc. This withdrawal could be done up until the last business day of the semester. It will not affect the GPA.

Steps: 1) Faculty and/or administrative staff will gather documentation to support the withdrawal. 2) Provide documentation to the Registrar who will initiate the withdrawal form. 3) Registrar will give form and documentation to the VPAA who will authorize the withdrawal.

The administrative withdrawal grade of "FW" is used to withdraw a student who has **stopped attending one or more courses or all courses**. The student will be contacted to encourage her to initiate a withdrawal before this process is initiated. This grade can only be used up until the last day to withdraw. It will count as an F in the GPA. Steps: 1) Faculty and/or administrative staff will gather documentation to support the withdrawal. 2) Provide documentation to the Registrar who will initiate the withdrawal form. 3) Registrar will give form and documentation to the VPAA who will authorize the withdrawal.