

5.3.3 *Withdrawal from the College*

A student who finds it necessary to withdraw (mid-semester or mid-term) from the College must complete an Official Withdrawal form which can be obtained from the Office of the Registrar. The withdrawal form requires the student to obtain signatures from the Office of Financial Aid, the Office of Academic Advising and Retention, the Office of Business Services, the Office of the Registrar.

A student who withdraws during the semester will be assigned a grade of W or WF, depending upon their status at the time of their withdrawal. When a student leaves the College without following the proper procedures, his/her permanent record is marked as an “unofficial withdrawal.” Students who do not adhere to the prescribed procedures for withdrawing are subject to automatic suspension and the assignment of failing grades in all courses.