WITC Drop Procedures

Drops:
100% drop forms must be dated prior to the class start date and faxed to the Distance Learning Office at (715) 234-1307 in Rice Lake before the start of the second class period.

- 100% drops will only be processed for students who never attended a class session.

Drop forms dated after the class start date will be processed using the date on the form and the appropriate refund and impact on the student’s record will be calculated by the student records system*. Forms must be received no later than five class periods past the date on the form.

*Refunding percentages and impact on student academic records are calculated as follows:

- Drops before the class has started will result in a 100% refund and the class being removed from the student’s record.
- Drops up through 10% of the scheduled class hours will be refunded at 80% and the class will be removed from the student’s record.
- Drops after 10% of the scheduled class hours up through 20% of the scheduled class hours will be refunded at 60% and the student will receive a W grade for the class.
- Drops after 20% of the scheduled class hours up through 80% of the scheduled class hours will receive no refund and the student will receive a W grade for the class.
- Drops after 80% of the scheduled class hours will receive no refund and the student will receive a F grade for the class.