You can withdraw from a course within the first 10% of the course without a “W” appearing on your transcript. After that, a “W” will appear on your transcript up to 80% of the course length. If you do not withdraw, you will receive a final grade after the 80% date is past.

Extenuating circumstances – The dean of students approves/or denies any exception to the 80% rule. Extenuating circumstances are defined as:

- Death, disability, unforeseen hospitalization
- College error

All of the above must be documented.

To withdraw from a WITC program, you must schedule a conference with a counselor, complete a withdrawal form, and clear all financial records. Academic advisors will assist students throughout the term to minimize the need for withdrawal requests.

Withdrawals and Dropping Courses

- Students are responsible for officially dropping classes or withdrawing from WITC if they decide not to attend or stop attending WITC. Refunds are issued in accordance with guidelines established by the Wisconsin Technical College System.
- Students who do not officially drop or withdraw will receive failing grades at the end of the term.
- Students may withdraw online in their personal portal, MyWITC.
- Withdrawal/Drop forms are also available from the Student Services office.
- To officially withdraw from the college (drop all classes), students must contact the Student Services office. Students are encouraged to schedule a conference with a counselor to complete the withdrawal process.
- Reasons to see a counselor or academic advisor before dropping a class or classes:
  - Students need to be aware of the consequences of dropping a class, such as:
    - Losing financial aid (including veterans benefits, if eligible)
    - No longer qualifying to remain on their parents’ insurance plan
    - Jeopardizing progression in or graduation from their program, etc.
- The official withdrawal date is based on the date the student notifies the college of his/her intent to withdraw.
- Students receiving federal Stafford loans must be enrolled at least half time to remain eligible. Students dropping below half-time status may owe a repayment to the college.
- Federal financial aid recipients who do not stay enrolled for more than 60% of the payment period may incur a repayment obligation.
- Failure to formally withdraw from the college, which is considered an unofficial withdrawal, will result in the recording of failing grades on the student’s permanent record for all classes attempted.
- If less than 20% of the scheduled hours of instruction remain, no class drops, or complete withdrawal will be allowed. In extenuating circumstances, exceptions may be approved by your campus dean of students. Documentation must be provided.