



## WITHDRAWAL PROCEDURES

**Withdrawal (W) From a Course**--At your request, you may withdraw from a course with a "W" up to the point at which 80% of course hours have been completed. Examples: Sixteen-week courses meeting for 48 hours require withdrawal at approximately the beginning of the 13th week or before 38 hours have been completed; for an 8-week course of 24 hours, before 19 hours are completed. Course withdrawals may affect your financial aid eligibility for your current and future semesters. In some situations you may have to repay financial aid funds that you have already received.

To withdraw from a course, complete this Change Form and give it to Student/Information Services **before** 80% of the course hours have been completed. You are urged to discuss your decision with a WITC counselor, advisor, or instructor.

If you withdraw within the first 11% of the course, **no** "W" will appear on your transcript. Withdrawing after 11% and up to 80% of the course hours will result in a "W" on your transcript.

Extenuating circumstances - If you withdraw after completing more than 80% of course hours, an automatic F will be posted to your records. You must contact the course instructor and seek his/her approval of your withdrawing from the course with a "W". Your instructor may inform you that you have earned a passing grade in the course. In this case, you do not have to complete the withdrawal process. No "W's" will be given after 100% of the course hours have been completed. If the instructor is not available, you may ask for approval from the Dean of the instructional department. If the instructor or dean withholds approval, you will receive the course grade that the instructor assigns.

**Withdrawal From the College**--To withdraw from the college, you must make an appointment with a WITC counselor. You must clear your financial obligations to the college.

If you are withdrawing, we would like you to share why you are leaving our college. Please circle one of the descriptions listed below:

Description	Code
1. Job	JOBW
2. Military	MLTR
3. Financial	FNCL
4. Moved out of area	MOVE
5. Transportation	TRAN
6. Housing	HSNG
7. Poor Grades	PGRD
8. Career Goals Change	GLCH
9. Change Transfer to another school	TRNS
10. Attendance	ATND
11. Instruction not satisfactory	INST
12. Facilities and equipment not satisfactory	FCEQ
13. Medical/Health	MEDI
14. Personal	PERS
15. Goals Met	GLMT
16. Child Care	CHLD
17. Death	DEAT for office use only