

## **WITHDRAWAL FROM MCS PROGRAM COURSEWORK**

WITC student policy allows for the withdrawal from a course up until 80% of the course has been completed.

Notes:

- A student may lose eligibility for financial aid the following term
- A student should meet with a WITC financial aid advisor before withdrawing
- A student should inform his/her instructor before withdrawing

Withdrawals from MCS program courses are discouraged and should only occur under extenuating circumstances, which prevent the MCS student from finishing the semester successfully.

If a MCS student withdraws from the same course two times, the two withdrawals will be considered a failure in that course. The two withdrawal failure will then apply to the MCS fail/repeat policy.

### **Withdrawal from Courses that are Co-Requisites to Other Courses**

Students seeking withdrawal from a course that is a co-requisite for another course should take caution as to the timing of the withdrawal. If a student withdraws from a co-requisite course, the student may not continue in the other course. For example, if a student is enrolled in General Anatomy and Physiology and ICD Diagnosis Coding, and a student chooses to withdraw from General Anatomy and Physiology, that student must also withdraw from ICD Diagnosis Coding.

### **Withdrawal Form**

If you choose to withdraw from a course, be sure to complete the "[Withdrawal from the MCS Program](#)" form. This will help us to gather information regarding your decision to withdraw, which is a useful in MCS planning processes.