

## WGTC 6.3

### Withdrawal

Students may withdraw from a course during the withdrawal period without academic grade penalty. The withdrawal period begins at the end of the Drop/Add period and lasts until the published “Withdrawal Date.” The withdrawal date will be published as part of the official Academic Calendar. A student who withdraws from any course(s) by the designated withdrawal will receive a grade of “W” and the course will not be calculated as part of the GPA. Any student who formally withdraws after the published withdrawal date will receive a grade of “WF.” Students that want to withdraw from a course(s) must complete the official withdrawal form with the Office of the Registrar. The advisor will be notified by the Registrar’s Office regarding a student’s withdrawal from the College.

If a student does not formally request a withdrawal and stops attending class prior to the end of the semester, the student will receive a grade of “F.” A grade of “WF” or “F” is calculated into the student’s GPA as a failing grade.

Withdrawing from courses can have serious financial and academic implications, possibly affecting billing, financial aid, and VA benefits. Students are strongly encouraged to speak with their instructor and consult an academic advisor and financial aid counselor before withdrawing. Students are considered the responsible parties for any/all transactions processed against their academic records.

### Hardship Withdrawal

A hardship withdrawal is intended to provide relief to students who experience a significant, unforeseen, and documented personal hardship that prevents them from successfully completing their academic responsibilities during a given term.

To be eligible for a hardship withdrawal, **students must withdraw from all classes for the term in question.** Partial withdrawals will not be considered under this policy. The hardship must be non-academic in nature and beyond the student’s control, such as a serious medical condition or emergency, hospitalization, a death in the immediate family, or a sudden life-altering event that occurred near or after the withdrawal date.

**Key Provisions:**

- The request must be submitted in writing and include official documentation supporting the hardship claim.
- Requests must be made no later than 21 days into the subsequent semester
- Approval is not guaranteed and will be based on a thorough review of the documentation and circumstances.
- If approved, a “W” will appear on the official transcript for all classes that term and may have financial aid implications.
- Decisions regarding the granting of hardship withdrawal is final and is not subject to appeal

Students are encouraged to consult with the Registrar’s Office, advisement and/or Financial Aid to understand the full implications of the hardship withdrawal. Any withdrawal may affect a student’s ability to graduate on time.

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