

## **WGTC 6.3**

### **Withdrawal**

Students may withdraw from a course during the “withdrawal period,” lasting from the end of the Drop/Add period until the official “Withdrawal Date,” without a grade penalty. The withdrawal date will occur on the published date, which is approximately two weeks prior to the end of the scheduled class term. Withdrawing from a course causes both the name of the course and the grade of “W” or “WF” to appear on the student’s transcript. Dropping or 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 with their academic advisor and financial aid counselor before withdrawing. Students are considered the responsible parties for any/all transactions processed against their academic records. A student who withdraws from a course(s) by the withdrawal date of a semester will receive a grade of “W.” After the withdrawal date of the semester, a student who formally withdraws will receive a grade of “WF.” A student who does not formally request a withdrawal after the withdrawal date and stops attending class prior to the end of the semester will receive a grade of “F.” A grade of “WF” or “F” is calculated in the student’s semester grade point average (GPA). Students who have been attending but want to withdraw from all classes must complete the official withdrawal form with the Office of Student Affairs. The advisor will be notified by the Registrar’s Office regarding a student’s withdrawal from the College.

### **Hardship Withdrawal**

Students may withdraw through the published withdraw date without academic penalty. Courses will remain on the transcript with grade designation of “W” through the withdrawal period. Students that withdraw after the designated deadline will receive a grade designation of “WF”. A “WF” grade is calculated into the students’ GPA as a failing grade.

Due to significant hardship, it may be necessary for a student to withdraw from classes beyond the designated date. In those situations, students may apply for hardship withdrawal status through the Registrar’s office. Criteria for a Hardship Withdrawal may include, but is not limited to: hospitalization, medical emergency, family emergency, military duty, prolonged illness or other traumatic events. Requests must be submitted no later than the end of the subsequent

semester and must include documentation for review. Decisions regarding the granting of hardship withdrawal is final and is not subject to appeal.

*Note: withdrawal status may have financial aid implications and it is recommended that any student considering any withdraw status meet with financial aid to determine how it may affect aid status.*

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