

403.8 WITHDRAWING FROM COURSES

The first two weeks of the semester are considered the drop/add period. Courses dropped during this period are not shown on the student's transcript or in their academic record.

After the second week of classes, students may withdraw from courses. Students withdrawing beginning the third week of class should consult the Academic Calendar to determine the last day to withdraw without academic penalty, which is typically during the ninth or tenth week of class. The period between the third week and the tenth week of the semester is known as the "withdrawal period." Students withdrawing from courses during this time will receive a grade of 'W' on their student record. This grade does not affect the grade point average, but indicates that the student withdrew before an adequate determination of his/her academic progress could be made for the class.

Students withdrawing after the withdrawal period will be assigned a withdraw-passing (WP) grade or a withdraw-failing (WF) grade by the instructor. Students who do not drop or withdraw from a class but never attend the class will be assigned a grade of NF (never attended). Students who stop attending class will be assigned a failing (XF) grade. A grade of WF, NF or XF will be calculated in the grade point average as a failing (F) grade. In spring of 2020, students who attended classes through April 1st, 2020 but did not successfully complete a course were automatically assigned an Administrative Withdrawal (AW) grade.

Grades of W, WP, WF, XF and NF may have implications on a student's ability to receive financial aid both during the applicable semester and in subsequent semesters. Students awarded with financial aid should always check with the Financial Aid office before withdrawing from a class(s) to determine whether this action may affect financial aid.

Students experiencing health or emergency medical problems preventing them from continuing with coursework should submit a Special Consideration Form, available in the Office of Student Services. Additional documentation may be requested. The Special Consideration Committee will determine if the student is eligible to receive a withdraw-medical (WM) grade. This grade does not affect the grade point average, but indicates that the student received a medical withdraw before an adequate determination of his/her academic progress could be made for that class. All requests for medical withdrawals will be approved or denied based on the circumstances involved and the supporting documentation from the attending physician. Medical withdrawals must be submitted no more than two semesters beyond the semester in which the student wishes to request a medical withdraw from WCCC.

Drop/Add and Withdrawal periods are prorated during the summer session.

Approved: 12/20/2017
Revised: 11/16/2021