

# Withdrawing from Classes

Students wishing to withdraw from a class should complete the Drop/Add/Withdrawal Form, available in Student Services, or email their instructor to request a withdrawal. After the 10% point, but before the beginning of the exam period, a grade of W will be entered on the student's transcript. After the exam period begins, a grade of F will be recorded, unless the student officially withdraws from all courses. ([Procedure 3.01.10](#))

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## Excessive Absences

Instructors may withdraw students who have excessive absences. Students withdrawn for excessive absences will receive a grade of W until the day before the exam period. After that time, instructors may withdraw students with a grade of F in accordance with published attendance policies.

## Withdrawing from all Classes

Students desiring to completely withdraw from all classes should contact student services for the forms and procedures necessary for official withdrawal. Students may withdraw from the college with a grade of W in all courses the day after the 10% date and prior to the first day of the final examination period. After the final exam period, student grades are assigned in accordance with [Procedure 3.01.11](#).