

## **Withdrawals**

### **Dropping Classes**

Students may withdraw from a course before midterm (see the Academic Calendar for the exact withdrawal-without-penalty deadline for a specific term). The student will be assigned a grade of “W” in the course, provided he/she submits a complete drop/add form to the Enrollment Services Office before the withdrawal-without-penalty deadline. Students can obtain a drop/add form from the Enrollment Services Office, located on the second floor of the Student Center; the Student Success Center, on the first floor of the Carlton Center; the student’s advisor; or the instructor of the course from which the student intends to withdraw.

Although a “W” has no impact on the grade point average (GPA), students should be aware that withdrawing from classes may have a negative impact on Financial Aid eligibility (see Standards of Academic Progress below).

Students who withdraw from a course after the withdrawal-without-penalty deadline or who fail to submit a drop/add form to the Enrollment Services Office will receive a grade of “WF” in the course. A “WF” grade has negative impact on the GPA as well as probable negative impact on Financial Aid eligibility.

Dropping a class during the drop/add period or being removed from a class roster for non-attendance may result in reevaluation of a student’s financial aid award for the current semester.

### **Withdrawal from Learning Support Courses**

Students who wish to withdraw from a required Learning Support course must also withdraw from any college-level courses in which they are enrolled, with the exception of ABAC 1000 and certain performance courses. This requirement does not apply to Regents’ remediation courses.

### **Total Withdrawal from the College**

Students who voluntarily withdraw from the College must first consult the Enrollment Services Office. Students who withdraw from the College prior to midterm will receive a “W” in all classes in which they are enrolled. Students who withdraw after midterm will receive a “WF” in all classes, unless significant mitigating circumstances exist and the student is passing the class at the time of withdrawal.

### **Medical Withdrawal**

Prior to mid-term, medical withdrawals are the same as any other official withdrawal from the College (see above). After mid-term, a student seeking a medical withdrawal must submit the appropriate medical documentation on letterhead, signed by a physician who is not a family member or by a hospital official, to the Student Development Office (second floor, Student Center). If the Medical Withdrawal Committee determines that a student must withdraw from classes for a given term for medical reasons, the Student Development Office will notify the

student's instructors, the Enrollment Services Office, and the Housing Office. The student will be given the grade of "W" in all classes if the student was passing the classes at the time of withdrawal. If an instructor is not notified by the Student Development Office of the student's medical withdrawal or if the student was not passing at the time of withdrawal, assignment of a "W" is strictly up to the individual instructor's discretion. In all cases, the student should make every effort to keep the instructor informed of any situation which affects class attendance.

Medical withdrawals submitted after the end of the semester for which the withdrawal is desired will be granted only if the student can provide adequate documentation that the medical condition for which the student withdrew was such that the student or family members could not contact the College before the semester ended.