

## Unofficial Withdrawal Policy

Source: Department of Education

- If a student is withdrawn from a class by the professor before the deadline to withdraw from a class without penalty for reasons other than excessive absences, then that student shall receive a final grade of W for the class (Withdraw) by the professor.
- If a student is withdrawn from a class by the professor after the deadline to withdraw from a class without penalty for reasons other than excessive absences, then that student shall receive a final grade of WF for the class (Withdraw Failing) by the professor.
- If a student initiates a course withdrawal or complete withdrawal himself or herself, then the student does not fall under the Unofficial Withdrawal Policy, and will be assigned final grades(s) according to the College's Course Withdrawal Policy.
- If, at the end of a semester, a student has received all grades of F and/or WF, then it shall be determined that the student has unofficially withdrawn from the College and his/her name shall be given to the Director of Financial Aid for Federal financial aid eligibility determination.