



**ADMINISTRATIVE
REGULATION AND
PROCEDURE**

Title: STUDENT – INITIATED WITHDRAWALS	Code: DD0709
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Policy Reference: B0201, FEES, TUITION AND OTHER FINANCIAL CHARGES;
DO800, GRADUATION REQUIREMENT

The last day students may voluntarily withdraw from a course is two weeks before the last day of the semester. For summer sessions and quarter sessions, the cutoff date for withdrawal is one week before the end of the session.

Students who do not report for the final examination and who do not formally withdraw nor arrange for an incomplete grade receive a "U" grade for the course.

The Student who wishes to withdraw from a course should drop via Self-Service or in-person at any of the Admission Centers.

If the student is transferring from one section of a course to another section of the same course after the end of the first week of classes, the student must obtain the signature of the instructor of the new course section.

If the withdrawal occurs after the refund period as mandated by the WTCS Board, a final grade of "W" appears on the student's official transcript and grade report. If the withdrawal occurs after classes begin, a "W" will appear on the grade report and will be included in the Monitoring Academic Progress (MAP) systems calculations.

Office of Responsibility: Student Services
Last Reviewed: May-2023

See also Administrative Regulation and Procedure BB0202, Fee Refunds and Repayments.