## TO DROP A CLASS:

- From the end of the drop/add period through the official midterm date for that course, a student may withdraw from the course and receive a "W".
- From the first day after midterm until the last day of course work of the session, a student may, at the
  instructor's discretion, withdraw from a course, and the instructor may assign a grade of "W".
- Please read your course syllabus for your instructor's withdrawal policy after mid-term.
- The student must initiate the official withdrawal.
- Please see the <u>academic calendar</u> for specific dates.
- A drop/add form may be obtained from the Start Center (2<sup>nd</sup> Floor of the Sullivan Technology Center) or drop/add.
- The drop/add form must be submitted to the Records Office with the appropriate signature(s) including the
   Financial Aid Office in order for you to be withdrawn from a class.

**ONLINE CLASS WITHDRAWAL POLICY**: If you are taking online classes via another KCTCS college you may email your instructor from your KCTCS email account and request permission to withdraw. If the instructor approves, print off the email and that will serve as their signature. The email must contain the course name, and number.