The College has one withdrawal deadline, which is the equivalent to the midpoint of the term for each session. The withdrawal policy applies to all credit students, including distance learning. The student must initiate the withdrawal process before the deadline. Withdrawal must be initiated by the student.

Deadlines for withdrawal in SPI courses or courses taught in a compressed format will be determined by the appropriate office and provided to the student.

In accordance with State Board of Education Rule 6A-14.0301, students are permitted a maximum of two (2) withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for that course.

Students seeking a withdrawal and who submit their request before the withdrawal deadline will receive a grade of "W" recorded upon their permanent record for each course in which they were enrolled at the time of withdrawal. Refunds of tuition are not granted for a withdrawal. Students who stop attending classes without filing official withdrawal forms will receive a grade of "F" in each course, unless the instructor has issued an administrative withdrawal "AW."

Students who officially withdraw from all courses before the scheduled final examination period will have a grade of "W" recorded upon their permanent record for each course in which they were enrolled at the time of withdrawal. Students who wish to withdraw from the College must complete the College Withdrawal form and have it approved by the Director of Counseling. A grade of "W" will be awarded to any student who withdraws by the term deadlines indicated in the academic calendar. Students who stop attending classes without filing official withdrawal forms will receive a grade of "F" in each course.

Deadlines for withdrawal in SPI courses or courses taught in a compressed format will be determined by the appropriate office and provided to the student.