Drops and Withdrawals

Students may drop/withdraw from class(es) for either academic or personal reasons. It is the responsibility of the student to withdraw from a class. Any student not following the established drop or withdrawal procedures may be assigned an "F" or "NP" grade by the instructor. It is highly recommended to meet with a counselor regarding dropping or withdrawing as it may impact the completion of the student's program and/or academic status.

Drops

The term "drop" refers to a specific period at the beginning of a term whereby removing oneself from enrollment will result in no record of enrollment in the class for transcript purposes. A student may drop from a semester length course during the first three weeks of instruction and no notation will be made on the academic record of the student. In courses of less than a regular semester duration, a student may drop prior to the completion of 20% of the period of instruction and no notation will be made on the academic record of the student.

W-Withdrawal

A student may withdraw from a semester length course, whether passing or failing, at any time after the third week of instruction through the last day of the fourteenth week of instruction. In courses of less than a regular semester duration, a student may withdraw from the 20% period of completion of instruction to the completion of 75% of the period of instruction. Upon a Withdraw, a "W" shall be noted on the student record.

A "W" is considered a course attempt and is included in the three course attempt limitation for courses not designated as repeatable.

A "W" shall not be assigned or may be removed if assigned from a transcript if the student withdrew due to discriminatory treatment or retaliation for alleged discriminatory treatment.

EW-Excused Withdrawal

An "Excused Withdrawal" will be authorized when a student withdraws from a course(s) for reasons beyond their control. In accordance with Title 5, section 55024 (e), an EW symbol may be requested by the student any time during the semester and no later than one year following the end of the term in which the EW symbol is requested. Upon verification of the extenuating circumstance, a notation of "EW" will be placed on the student record. Excused Withdrawals are not counted in the probation or dismissal calculations. In addition, the "Excused Withdrawal" is not counted towards the permitted number of withdrawals or course repeats. An EW is permitted when a student withdraws from a course(s) due to reasons beyond their control, which include but are not limited to, the following:

- Job transfer outside the geographical region
- Illness in the family where the student is the primary caregiver
- An incarcerated student in a California State Prison or County Jail is released from custody or involuntarily transferred before the end of the term (In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer)
- The student is the subject of an immigration action
- Death of an immediate family member
- Chronic or acute illness
- Accidents
- Natural disaster directly affecting the student
- The "Excused Withdrawal" form may be found here: canadacollege.edu/forms, and in the Admissions and Records Office.

The financial aid and/or Veteran eligibility of a student may be affected depending on individual circumstance. Students should consult with the financial aid office and/or School Certifying Official regarding any impact of the excused withdrawal.

MW-Military Withdrawal

Military withdrawal will be authorized when a student who is a member of an active or reserve U.S. Military Service unit receives orders compelling a withdrawal from courses. Upon verification of such orders, a notation of "MW" may be made on the student record. Military withdrawals are not counted in probation or dismissal calculations. Further information may be obtained at the Admissions and Records Office.