

<b>Title</b>	: <b>Withdrawal from a Course or from the College</b>	
<b>Number</b>	:	<b>6400.06</b>
<b>Approved</b>	:	<b>08/14/25</b>
<b>Last Reviewed:</b>		<b>08/14/25</b>
<b>Reference</b>	: <b>GCCCD 6400.11</b>	

Students and/or faculty can initiate an official withdrawal from courses. Withdrawal before the end of the drop/add period shall result in "Withdrawal Without Record" (WOR) from the course on a student transcript. Withdrawal after the close of the drop/add period for the course shall result in a grade of "W" on a student transcript.

Because there are potential ramifications for financial aid and auditing, it is critical that students, faculty, and staff understand what is required of them, and how and when withdrawals take place. Withdrawing a student from a course may affect their financial aid eligibility, veteran's benefits, and/or athletic eligibility. Students should consult the Financial Aid and Veteran Services and/or Admissions and Registration Offices before withdrawing from a course. Likewise, faculty are required to attempt to consult with a student who is not attending before withdrawing them.

Because students in prison programs do not have direct access to online processes, designated staff will perform withdrawals as described in this policy on their behalf.

**Responsibility of Students:**

1. Students must attend the first day of class or contact the instructor about missing the first scheduled class meeting or they will be withdrawn without record (WOR) from the course. Students can re-enroll within the scheduled registration and drop/add periods if space is available or with instructor permission.
2. Students may withdraw themselves through the last day of class, not including Finals Week.
3. Students with a last day of attendance (LDA) past 60% of the term who do not officially withdraw may receive an F.

**Responsibility of Faculty:**

Faculty must drop students who do not attend the first day of class unless they contact the instructor. For online classes, faculty are required to drop students who do not log in and participate during the first week of classes. Students can re-enroll within the scheduled registration and drop/add periods if space is available or with instructor permission. Faculty should withdraw a student who is absent for two consecutive weeks.

1. Faculty must keep daily attendance in face-to-face classes; in online classes, faculty must take attendance at least one time per week.
2. By taking attendance, faculty ensure that the Registrar can submit an accurate and timely 45<sup>th</sup> day roll.
3. By taking attendance, faculty ensure that the Registrar can submit an accurate and timely final roll.
4. Faculty must verify attendance on a weekly basis. Faculty should contact students who have not attended to encourage participation or communicate the option to withdraw.
5. Faculty must accurately report last day of attendance for any student for whom they are submitting a withdrawal. Last day of attendance must be within 30 days of the date of the withdrawal.

Faculty can withdraw students up to and including the 45<sup>th</sup> day of the semester. After the 45<sup>th</sup> day and until the Friday before Finals Week, instructors may request that a student be withdrawn from a course. Justification for the request must be submitted to and approved by the dean over the respective division and the Vice President of Academic and Student Affairs.

A "W" grade MAY NOT be entered on the Final Grade Roll.

