Withdrawal Policy

Dropping a class:
To drop a class the student must:
1. Complete a Change in Class Schedule/Drop form with his/her advisor.
2. Obtain the signature of the Financial Aid Office. All students must obtain this signature.
3. Take the completed Change in Class Schedule/Drop form to the Business Office. Beginning the first day of class, a course change fee is assessed for each form. The class will not be dropped until the course change fee is paid. In addition, there may be an adjustment to tuition and fees. The transaction is not complete until proper receipt is made in the Business Office.

Note: The Registrar’s Office will process the completed drops on a daily basis.

Withdrawal from College
Students who wish to withdraw from a class or classes should first consult with an advisor. It may be possible to make alternate arrangements to avoid the loss of time or credit. If a student determines that withdrawing is the appropriate course of action, the student must officially withdraw within the prescribed time allowed for withdrawal as designated in the class schedule. Students who stop attending classes and fail to follow the prescribed procedures for withdrawal will receive an “F” for each course. It is the student’s responsibility to withdraw.

To withdraw from SAU Tech, the student must:
1. Complete a Change in Class Schedule/Withdrawal form with his/her advisor.
2. Complete a Withdrawal Survey with the appropriate advisor.
3. Obtain the signature of the Financial Aid Office. All students must obtain this signature.
4. Take the completed Change in Class Schedule/Withdrawal form to the Business Office. Beginning the first day of class, a course change fee is assessed for each form. The class will not be dropped until the course change fee is paid. In addition, there may be an adjustment to tuition and fees. The transaction is not complete until proper receipt is made in the Business Office.

The Registrar’s Office will process the completed withdrawals on a daily basis.

Note: Under special circumstances, a written letter requesting withdrawal from all classes, with an appropriate postmarked date, may be acceptable. Please contact the Registrar’s Office for further information. Withdrawal transactions may not be made by telephone.

Instructors Drops:

Just follow these steps:

1. Instructors must login to their campus connect account
2. Go to their class roster (will now say course roster/drop)
3. Once you have pulled up their roster they will see a green down arrow beside each student, just click on the arrow beside the student you intend to drop and complete the online form.
4. Once they have finished completing the form and click submit at the bottom of the page the drop request will automatically be sent to the student’s advisor, also, an email will also automatically be sent to the student’s SAU Tech email account, informing them of the intent to drop (* verbiage that will be sent to the student).
5. Once the 10 (7 for summer terms) calendar days are complete the instructor will be notified via email that the drop has been submitted to the registrar’s office for completion. At this time, the Registrar’s Office will drop the student from the class.
6. If the student contacts you before the 10 (7 in summer) days are up and wishes to remain in the course and you grant them permission, you MUST notify the advisor IMMEDIATELY! Once the 10 (7 in summer) days are up and the advisor has submitted the information to the Registrar’s Office, the drop CANNOT be reversed.
* Your instructor intends to drop you from the following course in ten (10) calendar days (fall & spring semesters) or seven (7) calendar days (summer terms) from the date of this email, unless you can provide a sufficient reason:

  Course/Section ID:       XXXXXXXXXXXXX
  Course Title:           XXXXXXXXXXXXX

  The reason(s) for the intent to drop is as follows:       XXXXXXXXXXXXXXXXXXXXX

  If it is your intention to remain in this course, you **MUST** notify your instructor **immediately**! If the instructor is not notified within the ten (10) calendar days (fall & spring semesters) or seven (7) calendar days (summer terms), you will be dropped from this course and receive a grade of "W," meaning withdrawn.

  This will be your only notice of this action, and once the days have expired, the drop **CANNOT** be reversed.