

## WITHDRAWAL POLICY

### WITHDRAWAL FROM A COURSE

Withdrawing from a course is a serious decision that could have a great impact on a student's educational opportunities. The step-by-step process for withdrawing from a class **after** classes begin is as follows:

1. Complete a Drop Request form with an Academic Advisor or submit a written request to the academic advisor. The written request must include the student's name, student ID number or Social Security number, formal request to withdraw from the course, signature, and daytime phone number.
2. The student may be required to obtain the signature of the instructor for the course.
3. The student must obtain the signature of the Financial Aid department. This requirement applies to ALL students, even if no financial aid was used to pay for the course.
4. The student must obtain the signature of the Business Office.
5. The student must pay a \$10 Course Change Fee to withdraw from the course. This is the final step to complete the drop process. Failure to pay the fee will result in the drop not being processed with the potential of a failing grade being awarded.

When a class is properly dropped, a grade of "W" will appear on the student's transcript at the end of the term. Withdrawing from a class may be requested up to the deadline listed in the most current [Academic Calendar which is located in MyCollege](#). Refunds will be made according to the Refund Schedule listed in the pdf version of the class schedule located in MyCollege.

**Students are strongly encouraged to consult with the Financial Aid Office PRIOR to withdrawing from a course to determine implications on financial aid eligibility.**

**Note: Prior to the Census Day of classes** of each semester or term, students dropping a course will be **removed entirely** from the course and the course will not appear on the student's transcript.

**After the Census Day of classes**, students dropping a course before the published deadline will be **given a grade of "W"** and the grade will appear on the student's transcript. See the [Academic Calendar](#) for appropriate deadline dates. Students who stop attending a course for 14 consecutive calendar days should be dropped by the instructor for a violation of the campus attendance policy. This drop will result in a "W" being posted on the SAU Tech transcript. Per class syllabus, there may be other reasons the instructor could drop a student from a class.

### WITHDRAWAL FROM THE SEMESTER/TERM

Students who wish to completely withdraw from the semester are to follow the same procedures as those listed above to withdraw from a single course. Refunds will be made according to the Refund Schedule that appears in the *College Catalog* and on the Business Office/Tuition webpage. Refund Schedule listed in the pdf version of the class schedule located in MyCollege.

**If a student is receiving any kind of financial aid or scholarships, he/she can contact the Financial Aid Office before withdrawing for the semester to determine if withdrawing will affect aid and/or scholarships. Students may also owe SAU Tech additional funds. (See Return of Title IV Financial Aid When a Student Withdraws in the *College Catalog*).**

**Note: Prior to the Census Day** each semester or term, students withdrawing from the semester/term are **removed entirely** from the course(s) and the course(s) will not appear on the student's transcript. **After Census Day**, students withdrawing before the published deadline will be **given a grade of "W"** and the grade(s) will appear on the student's transcript. See the College's [Academic Calendar](#) for deadlines. **Students who stop attending a course or all courses, without following the appropriate procedure to drop may be administratively withdrawn and receive a W on their transcript.**

Students experiencing a **major medical issue** can contact the **Vice Chancellor for Student Services** for assistance.