



*Where Your Future Is Waiting*

**POLICY NUMBER: AA 1007**

<b>Title:</b>	<b>Dropping Courses/Resigning from School</b>
<b>Effective Date:</b>	<b>May 3, 2019</b>
<b>Last Revision Date:</b>	<b>Dec. 2, 2022</b>
<b>Office:</b>	<b>Academic Affairs</b>

**Please consult with the Office of Student Financial Aid as changes to your schedule may impact your financial aid status.**

1. Students shall be allowed to drop courses or resign with no financial obligation or GPA impact up to a specified date. This date is to be set by each institution and published in the Academic Calendar for each semester/session/part of the term.
2. Students shall be allowed to drop courses or resign with grades of "W" up to a specified date following mid-term. Each institution will set this date and publish it in the Academic Calendar for each semester/session/part of the term each semester/session schedule of classes.
3. Located in the Student Handbook is the published grade impact statement for students who stop attending one or more classes without officially withdrawing.
4. CLTCC's statement includes the financial impact and financial aid impact statements: Dropping a course or resigning from college after the refund period will not reduce the student's financial obligation to the college and may affect eligibility for continued financial aid.
5. CLTCC's statement allows for student appeals of the withdrawal deadlines and grade impact due to extenuating circumstances. Dissatisfaction with an anticipated grade or a decision to change a major is not cause for an appeal.

Withdrawing from a course means dropping one specific course from your schedule. Resigning from the college means that you are withdrawing from all courses in a specific semester. The process for withdrawing from a course and resigning from the college is the same.

*Review Process:*

<b>Reviewing Committee/Entity</b>	<b>Review Date</b>	<b>Approval Date</b>
Chancellor	05/03/2019	12/02/2022

*Distribution: Posted to College's website*