



**Withdrawal from classes does NOT eliminate the student's obligation to pay any remaining balance due to RCCC.**

**Whose responsibility is it to withdraw from a class?**

It is the student's responsibility to withdraw from a class.

**What grade will a student receive if he/she never enters a class on or before the 10% date of the class?**

Instructors will continue to submit an NG for "No Grade" or "No Show" with the 10% roster and the NG will automatically be converted to a "W" which will be reflected on the student's transcript and on the class roster.

**Is the instructor's signature required on the Drop/Add/Withdrawal form before the 10% of the semester has met?**

No. The student can obtain and submit a Drop/Add/Withdrawal form without the instructor's signature.

**If a student withdraws after the 10% date but before the 80% point in the class, what happens?**

The student must complete and sign a Drop/Add/Withdrawal form and give to his/her instructor who must sign and check the appropriate box for either Withdraw Passing or Withdraw Failing (WP/WF) on the form (under the instructor grade instructions) based on the student's academic performance up to the withdrawal date.

**What is the last day to withdraw from a class with a grade of WP or WF?**

The 80% of the semester as identified on the academic calendar.

**Will the "WP" or "WF" impact the student's GPA?**

No. The hours attempted will not be calculated in the student's GPA.

**When is the last day to withdraw from a telecourse and how is this done?**

The same as for traditional classes which is the 80% point of the semester as identified on the academic calendar. The telecourse instructor's signature is required, but the student may email the instructor if he/she wants to withdraw. The instructor will complete a Drop/Add/Withdrawal form for the student and attach the email as documentation that the withdrawal was requested by the student. The student should work with the instructor to allow enough time to process and meet the deadline.

**How does a student withdraw from an Internet class and how is this done?**

The same as for traditional classes which is the 80% point of the semester as identified on the academic calendar. The student will be allowed to send an email to the Internet instructor and request to be withdrawn from the Internet class. The instructor will complete a Drop/Add/Withdrawal form for the student and attach the email as documentation that the

withdrawal was requested by the student. The instructor will “turn off” the student’s availability to access the Internet class.

**What happens if a student withdraws AFTER the 80% point of the class?**

The student will receive a grade of “F” or the grade earned.

**Where can Drop/Add/Withdrawal forms be obtained?**

These forms may be obtained from Student Services and/or the Academic Programs Office.

**Once the Drop/Add/Withdrawal form is completed and signed by the instructor and the student, what happens to the form?**

The instructor keeps the pink copy labeled *Instructor* and provides the student the yellow copy labeled *Student*. Instructors will no longer be provided copies of withdrawal forms in faculty mailboxes.

**What about the remaining copies?**

DO NOT ask the student to return the form to Student Services. The instructor must provide the remaining copies (Student Services original and the FTE Auditor copy) to the Student Services office for processing of the “WP” or “WF.”

**Do the remaining forms have to be personally delivered to Student Services by the instructor?**

YES! The instructor should personally deliver the remaining forms to the front desk at Student Services, or place the form in the Student Services mailbox in the Mailroom on North or South Campus, or the front desk at CBTC.

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**REMEMBER →** Student Services will **NO LONGER** accept Drop/Add/Withdrawal forms from students once the 10% of the semester has met. All withdrawal forms require instructor signature after the 10% point and the INSTRUCTOR must check the appropriate box (WP/WF) and submit the form to Student Services. Forms will NOT be accepted from students after the 10% of the semester.

**IN A NUTSHELL →** If a student withdraws from a class after the 10% point of the semester and before the 80% of the semester, the student will receive a grade of “WP” (Withdraw Passing) or “WF” (Withdraw Failing). Withdrawal after the 80% point of the semester will result in a grade of “F” or the grade earned.