

## **DROP/WITHDRAWAL POLICY**

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### **DROP/WITHDRAWAL PERIOD FOR FULL-TERM COURSES**

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The drop period for full-term courses shall be five (5) class days\* from the start of fall and spring terms. For summer session the drop shall be limited to three (3) class days\*. Students may withdraw (W) from a class until 75% of the semester is completed.

### **DROP/WITHDRAWAL PERIOD FOR PARTIAL-TERM COURSES (MORE THAN 3 WEEKS IN LENGTH)**

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The drop period for partial-term courses shall be three (3) class days\*, including the first meeting date of the course. Partial-term courses are those that last longer than three weeks but do not last the entire length of the term. Students may withdraw (W) from a class until 75% of the class is completed.

### **DROP PERIOD FOR SHORT COURSES (LESS THAN 3 WEEKS IN LENGTH)**

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Students must drop prior to the second scheduled meeting time of the course. If the course lasts only one weekend, students must drop prior to the start of the course. Withdraws (W) are not permitted for courses less than three (3) weeks in length.

\*A class day shall be defined as any weekday in which the college is in full operation and classes are in session (thus excluding holidays, breaks, Saturdays, Sundays, and in-service days) and is limited to the normal hours of operation as determined by the college.