

Withdrawal from a Course

Office of Student Services

250 W. First Street, Suite 330 • Claremont, CA 91711 • Ph. (909) 667-4481 • Fax (909) 399-3443

Students may withdraw from a course until the end of the sixth week of the term. A withdrawal will show as a “W” on the student’s transcript but will not impact their GPA. The student’s withdrawal date will be based on their last date of interaction (LDI) in the course. Withdrawal requests must be submitted to the Office of Student Services in writing on or before the last day of Week 6 of the term. Students who withdraw should contact the Office of Student Financial Services for advisement regarding a potential refund of tuition or impact to their eligibility for federal financial aid.

Students who do not officially withdraw from a course in which they are enrolled but not attending will receive a non-passing grade of “UW” (Unofficial Withdrawal) in that course. This action will be noted on the transcript and calculates toward the student’s cumulative GPA the same as an “F” grade. Students who receive a UW will be assessed full tuition charges.

Student Name

Term

Course(s) to be Withdrawn

1. Course Title & Instructor

2. Course Title & Instructor

Student Signature

Date

Administrative Use Only

Term Start Date

Last Date of Interaction

Percentage of Term Completed

Office of Student Services

Date Received