

Withdrawing From a Course

A student may withdraw from term-long courses during Term I and Term II:

- A. Through the **second week** of classes, by dropping a course in MyEC;
- B. After the **second week** of classes and before the **eleventh week** of classes, with the approval of the advisor and the course instructor using an add-drop form.

Withdrawals require that students submit appropriately authorized drop-add forms to the Office of the Registrar. Discontinuance of attendance without an approved withdrawal from a course will result in the student receiving the grade earned as assigned by the instructor at the conclusion of the course.

Students who because of medical reasons or other extenuating circumstances, discontinue attending a course after the deadline, may appeal to the Educational Standards Committee for an administrative withdrawal from the course. Students whose appeal is granted will receive the same grade of “W” for the course as all other withdrawals. Administrative withdrawals may only be awarded by the Educational Standards Committee.

Students receiving financial aid should check with the Office of Financial Aid before withdrawing from a course. Students participating in intercollegiate athletics may no longer be eligible to participate without at least 12 credit hours in long terms and 6 credit hours in short terms.

There is no charge for simply withdrawing from a course. The table below describes the timing of when and how dropping or withdrawing from courses affects students’ transcripts:

	Thirteen Week Term	Nine Week Term	Six Week Term	Three Week Term
Time during which course is removed from transcript	Through the second week of the term	Through the seventh day of the term	Through the fourth day of the term	Through the second day of the term
Time during which a grade of "W" is posted on the transcript at the discretion of the instructor	Beginning with the third week of the term through the tenth week of the term	Beginning with the eighth day of the term through the third day of the seventh week of the term.	Beginning with the fifth day of the term through the fifth week of the term.	Beginning with the third day of the term through the third day of the second week of the term.

Each year’s academic calendar will show precise dates for the end of the withdrawal period.