



# Withdrawal Policy

New for  
Fall '16

Beginning Fall 2016, there is a change in the Middlesex Community College Withdrawal Policy.

Students wishing to withdraw from course(s) have the responsibility to initiate the process as faculty cannot issue withdrawals. **Notifying the instructor or ceasing to attend class does NOT constitute official withdrawal. Failure to officially withdraw may result in an "F" grade.**

**Dropping Courses:** Withdrawing from a course during the course drop period is referred to as dropping a course. The course drop period is published in the academic calendar (e.g. **the first two (2) weeks of fall or spring semester**). Due to the accelerated format, the drop period for the Wintersession and summer sessions is shorter. Refer to the academic calendar for specific dates.

- Course(s) that are dropped will not appear on the official transcript.
- When a student drops a course, refunds are adjusted as detailed in the Tuition and Fee Refund policy.
- The procedure to drop a course is the same as the withdrawal procedure (see below).

**Withdrawing From Courses:** After the course drop period, students have the right to withdraw from one, several, or all courses **through the last day to withdraw as published in the academic calendar** (e.g., the twelfth (12<sup>th</sup>) week of the fall or spring semester). Withdrawals will not be processed after the last day to withdraw, unless there are extenuating circumstances for which the student must provide official documentation and follow the Withdrawal Due to Extenuating Circumstances Policy.

- For students who withdraw by the withdrawal deadline, a "W" will be recorded on the transcript and will count as a course attempt, but will not be factored in to the GPA calculation. There is no refund.
- Any withdrawal may affect academic progress and may have financial aid or other monetary implications. For more information on financial aid implications, see <https://www.middlesex.mass.edu/financialaid>

**Procedure to Withdraw:** By the withdrawal deadline, students must:

- Complete the Course Withdrawal Form, which can be obtained from the Student Information Center or online at <https://www.middlesex.mass.edu/studentinformationcenter>. The form can be completed online **but will need to be printed or saved to submit.**
- Return completed form either in person or electronically (by email at [withdrawal@middlesex.mass.edu](mailto:withdrawal@middlesex.mass.edu) or fax at **978-656-3443**) to the Student Information Center for processing.
- Alternatively, students may call **1-800-818-3434**.