

# COURSE REGISTRATION METHODS

## COURSE WITHDRAWAL PROCEDURES

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### Withdrawing from Classes

Students are responsible for officially withdrawing from classes by the deadline date listed in the current Class Schedule. There is no automatic withdrawal process. Failure to follow the proper withdrawal procedures may result in a grade of "F". Requests to withdraw from a class that are received by the "NGR" (No-Grade-ofRecord) deadline will not appear on a student's academic transcript. If a student withdraws from a course after the "NGR" deadline but on or before the "W" (withdrawal) deadline, a "W" will appear on their transcript. A "W" notation will not affect the student's grade point average; however, excessive "W" notations may affect: (1) progress status; (2) status as a full-time student; (3) eligibility for financial aid and other benefits; (4) athletic eligibility; or (5) ability to repeat a course based on Title 5 regulations. Refer to the Class Schedule for important deadline dates.

### Total Withdrawal

Students who intend to withdraw from LPC must initiate withdrawal procedures for each class in which they are enrolled. Students are held accountable for clearing all obligations with the College including fees, library books, equipment, and lockers. The deadline for withdrawal from classes with a guaranteed symbol "W" is 75% of class meetings. Visit <https://www.laspositascollege.edu/admissions/academic-calendar.php> for deadlines.

### Instructor's Withdrawal Option

The instructor may drop students who miss the first meeting of a course. In addition, an instructor may initiate a drop if the student is absent for a total of four (4) consecutive or six (6) cumulative instructional hours and/or two (2) consecutive weeks of instruction.

### Instructor's Withdrawal Option: Distance Education

The instructor may drop students who miss the first meeting of a course. The first meeting of online or hybrid Distance Education courses is the first day of the class as specified in the Class Schedule. For online courses, an instructor may drop students who do not log into their Canvas course and/or complete indicated activities by the third day of classes. Distance Education instructors may drop students if they have not submitted work and/or accessed the class for two consecutive weeks.

### Military Withdrawal

If a student is called to active military duty any time during the semester or term, they are entitled to petition for military withdrawal (MW). MW shall not be counted in satisfactory academic progress probation and dismissal calculations; and enrollment fees for courses not completed may be refunded. Service members must provide copies of their military orders to the Admissions and Records Office.

### Excused Withdrawal

Excused Withdrawal occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting their ability to complete a course(s). These events may include an accident or illness, job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other circumstances making course completion impractical. Upon consultation with faculty and verification of these conditions or reviewing documentation substantiating the condition, an excused withdrawal symbol may be assigned "EW." The "EW" shall not be counted in progress probation and dismissal calculations.