

Procedure

Procedure # 5.04.01

Effective Date 10/26/94

Revised 8/27/03

<i>(Impact Area - Dept Name)</i> Students	<i>(General Subject Area)</i> Grading	<i>(Specific Subject Area)</i> Course Withdrawal by Student
	Author: Ad hoc committee	Supersedes Procedure #
Relates to Policy # 5.04.1	Impact:	
Legal Citation (if any):		
<i>North Idaho College</i>		

Procedure Narrative

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Course:

A student may withdraw from any course by completing a course withdrawal form available in the registrar's office. The withdrawal form must be processed by the registrar's office before the close of business hours on the final day to withdraw for the course.

Students who do not attend or stop attending a class for which they have registered and do not officially withdraw from the class may receive a grade of F.

College:

To withdraw from all courses a student must obtain a college withdrawal form from the registrar's office, secure the signatures of those persons indicated on the form, and return the form to the registrar's office.

No student may withdraw from the college after the final date of withdrawal from courses except for compelling and extraordinary reasons. In such circumstances a student must petition the Admissions and Academic Standards Committee for late withdrawal from college using the college withdrawal form available in the registrar's office.