The last day students may voluntarily withdraw from a course is two weeks before the last
day of the semester. For summer sessions and quarter sessions, the cutoff date for
withdrawal is one week before the end of the session. In extenuating circumstances, the
withdrawal cutoff date may be overridden with the approval of both the instructor and the
associate dean.

Students who do not report for the final examination and who do not formally withdraw
nor arrange for an incomplete grade receive a "U" grade for the course.

The student who wishes to withdraw from a course should complete a Course Change
form, available in the office of the divisional dean or the Registration and Records office.

If the student is applying for a refund within the published refund period or is dropping a
course, s/he must complete a Course Change Form and turn it in to the Registration
office at the respective campus or center.

If the student is transferring from one section of a course to another section of the same
course after the end of the first week of classes, the student must obtain the signature of
the instructor of the new course section. In the absence of the instructor, the associate
dean of the division can sign the Course Change Form.

When a withdrawal occurs within the last two weeks of the semester or last week of the
session, signatures of the associate dean and the instructor are required.

If, according to current Wisconsin Technical College System Board (WTCS) policy, the
student is entitled to a refund, Registration and Records personnel will process the
student-initiated withdrawal request completed by the student.

If the withdrawal occurs after the refund period as mandated by the WTCS Board, a final
grade of "W" appears on the student's official transcript and grade report. If the
withdrawal occurs after classes begin, a "W" will appear on the grade report and will be
included in the Monitoring Academic Progress (MAP) systems calculations.

Office of Responsibility: Student Services

See also Administrative Regulation and Procedure BB0202, Fee Refunds and Repayments.