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**Milwaukee Area Technical College**

**ADMINISTRATIVE REGULATION  
AND PROCEDURE**

Title: STUDENT-INITIATED WITHDRAWALS

Code: DD0709

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Policy Reference: B0201, Fees, Tuition and Other Financial Charges;D0800,  
Graduation Requirements

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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.

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Approving Authority:

Kathleen Christensen  
Vice President, Student Services

Date: 2/4/00

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