

Withdrawal from Class

The administration of this institution has set deadlines for withdrawal from any college-level courses. These dates and times are published in that semester's schedule of classes. Administrative procedures must be followed. **It is the student's responsibility to initiate the withdrawal process with the Professor.** Students wishing to drop a course should carefully follow these steps:

DROPS and ADDS BEFORE CENSUS

Refer student to Academic Advising / Counseling

DROPS AFTER CENSUS

Face to Face Course

1. Students need to meet with the Professor to discuss staying/withdrawing from the course.
2. Once the decision to drop has been confirmed, a student will fill out a Drop/Withdrawal Form, given to them by the Instructor or printed from the Grayson Portal under the Admissions Tab (Important Forms).
3. The Instructor will sign the Drop/Withdrawal Form **for the Student to submit** to the Financial Aid Office for clearance.
4. A Financial Aid office representative will let the student know what the financial implications (if any) are. If the student still wants to withdraw, the FA representative will sign or initial the form, which the student will then submit to the Admissions Office. Whoever processes the form in Admissions will notify one of the Counselors if warranted.
5. Forms must have instructor signature and Financial Aid sign-off to be processed.

Internet Course

1. Students must contact the Professor in Blackboard or by email with the following information:
 - a. Full Name
 - b. Student ID Number
 - c. Reason for wanting to drop the course
 - d. Best way to be contacted (phone, return message in Blackboard, etc.)
2. The instructor will contact the student to discuss staying/withdrawing from the course and will send approval to withdraw to the student by email, ***copying the approval email to the Financial Aid Office at financialaid@grayson.edu.***
6. The Financial Aid representative will let the student know what the implications (if any) are for the student. If the student still wants to withdraw, the FA rep will confirm by email to the student and copy the request to the Admissions Office for processing. This email is the final approval to withdraw. Whoever processes the form in Admissions will notify one of the Counselors if warranted.

VETERANS REQUESTING DROP / WITHDRAWAL

All Veterans must see a Veteran's Advisor at the Veteran's Affairs Office located at the Student Life Center Bridge, Room C-208.