



WITHDRAWAL POLICY

How Do I Withdraw from a Class?

Class Withdrawals (Drops)

Students may withdraw from class beginning after the 60% attendance day of a semester until one week prior to the start of exams. Students who would like to withdraw from a class should initiate the process with their instructor during the withdrawal period. The process of withdrawing from a class is maintained between the student and instructor only. The instructor should fill out a withdrawal form including the last date of attendance (LDA) for the class. The student is required to sign the withdrawal form, and the instructor will provide the student with a copy of the form. The instructor will go into Banner and record the LDA, then file the original form. If a student is cut out by the instructor due to excessive absences prior to the withdrawal date, they may come to the instructor after the withdrawal period has begun to withdraw.

Excessive Absences (Cut-outs)

If a student is dropped by the instructor due to EXCESSIVE ABSENCES prior to the 60% withdrawal date, a grade of “**F**” is automatically recorded in Banner with an LDA. It is the student’s responsibility to return to the Instructor after the Drop period has begun to fill out the withdrawal form (see Class Withdrawal (Drops) procedure). Once the withdrawal form is complete, the instructor will record a “**W**” with the LDA in Banner.

Instructions for this can be obtained in the Student Success Center.

How Do I Withdraw from School?

School Withdrawals

Students wishing to officially withdraw from all classes at MDCC, should begin the process in the Student Success Center in the Boggs-Scroggins Student Services building.

1. The student will visit with an academic counselor in the Student Success Center where he/she will be issued a School Withdrawal form.
2. The student should obtain signatures from:
 - the **Library** (staff will check for any materials the student may have checked out and not returned)
 - the **Business Office** (staff will check for any fines the student may have incurred)
 - **Financial Aid** (staff will inform the student of the consequences resulting from a total withdrawal from MDCC)
3. The student will sign the completed form verifying his/her complete understanding of the consequences which may result from a total withdrawal from MDCC. The student should then bring the signed form and a copy of his/her current class schedule back to the Student Success Center for completion. Staff will sign the form verifying that the withdrawal process is complete. An e-mail will be sent to the instructors informing them that the student has officially withdrawn from MDCC. Upon receipt of the e-mail, each instructor should enter the LDA for that student into Banner.

How Do I Withdraw from an eLearning Class?

eLearning Class Withdrawals

MDCC students may withdraw from an eLearning class by completing an online withdrawal form after the 60% date which will be published on the eLearning web page and on Canvas. The form may be found at www.msdelta.edu, Quick Links, eLearning, Attendance/Withdrawal Information. Forms received prior to the 60% date WILL NOT BE PROCESSED.