

# Official Withdrawal from the College

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The withdrawal will be effective as of the date the student submits in writing or emails the request to withdraw via their CCM student email address.

- Students who wish to officially withdraw from one or more of their courses must complete a withdrawal form and submit it to [registrar@ccm.edu](mailto:registrar@ccm.edu) by the withdrawal deadline as stated in the Enrollment Calendar (formerly known as the Academic Calendar) located on the college web page.
- If a student ***drops their classes during the refund period*** (check Important Financial Dates on the Bursar's web page) no courses or grades will be included on the student's transcript.
- If a student ***withdraws after the refund period and before 75 percent of the term ends*** (check the Enrollment Calendar), The student will receive withdrawal designations (W's) on their academic transcript.
- **After 75 percent of the semester is completed and the Withdrawal Deadline Passes** - Students are committed to complete the courses and receive grades. A student who does not officially withdraw and follow the guidelines as stated on the Records and Registration Withdrawing from Courses web page will receive a grade of F. The **W** designation will not be issued after 75 percent of the course is completed unless extenuating circumstances prevail and the late withdrawal is authorized by Center for Student Well-Being. Documentation regarding the circumstances for a late withdrawal should accompany the late withdrawal request.
- **After the Semester Ends** - Any late withdrawal requests should be submitted to the Dean of Students with documentation regarding the circumstances for the late withdrawal request.