

# DROP/WITHDRAW FROM CLASSES

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## Dropping or Withdrawing from Classes

Students are considered enrolled in classes until an official request is made by the student to drop or withdraw from classes via student self-service or in person. Students who are enrolled in class(es) at MPTC are responsible for all tuition and fees.

Dropping and/or withdrawing from classes may affect your financial aid or veteran benefits. It is the student's responsibility to check with the financial aid office when considering dropping/withdrawing from classes as students may be required to repay funds received.

Failure to comply with the dropping and/or withdrawal from classes procedure may result in a failing grade and/or negatively affect future registration or financial aid eligibility. Non-notification of withdrawal does not absolve an individual's responsibility for tuition & fee payments.

On rare occasions an exception for legitimate extenuating circumstances may be made at the discretion of the Appeals Committee. Extenuating circumstances are those situations outside of a student's control (see Late Withdrawal Procedure and/or Tuition Refund Appeal Procedure for examples).

## Terms to know:

- **Drop** (Class) is registration status for a class from which a student has notified the college of discontinuation within the official drop period.
- **Official Drop Period** is the designated portion of a class in which a student can notify the college of discontinuation where the class record is not recorded on an official transcript for which no grade will be assigned. MPTC's drop period is up to and including the first 10% of a class' scheduled hours of instruction in whole days.
- **Withdraw** (Class) is a registration status for a class from which a student has notified the college of discontinuation within the official withdrawal period.
- **Official Withdrawal Period** is the designated portion of a class in which a student can notify the college of discontinuation where the class record is recorded on an official transcript with a grade of W (withdrawal). MPTC's withdrawal period is defined as after 10% but prior to more than 20% of a class' scheduled hours of instruction in whole days.

## Ways to Drop or Withdraw from Classes

1) Students may drop or withdraw from classes during the drop and/or withdraw periods through the following options:

- a) Self-service (MyMPTC Student)
- b) Complete and submit MPTC's Add/Drop Classes form to Student Services

2) Students dropping class(es) during MPTC's official drop period will not receive a grade or see course attempt on official transcript.

3) Students withdrawing from class(es) during MPTC's official withdrawal period will receive a W (withdrawal) grade on the official transcript.

a) Students who withdraw after the refund period are fully responsible for tuition and fees.