

# WAYS TO WITHDRAW/DROP FROM CLASSES

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## Drop or Withdraw from Classes

- 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.