

DROP/WITHDRAW FROM CLASS

Overview

Students who are enrolled in class(es) at MPTC are responsible for all tuition and fees. Students are considered enrolled until they submit an official request to discontinue the class. Discontinuing 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 procedure for discontinuing class(es) may result in a failing grade and/or negatively affect future registration or financial aid eligibility. **Students can officially discontinue a class through one of the following options:**

- Use self-service in the myMPTC Student Portal, or
- Visit Enrollment Services in person to complete an Add/Drop form.

After official discontinuation of a class is requested, the registration status will be changed to "drop" or "withdraw" depending on when the student notifies the college. Refunds are calculated based on the drop/withdrawal date. Students who drop/withdraw after the refund period are fully responsible for tuition and fees. Non-notification of withdrawal does not absolve an individual's responsibility for payment of tuition and fees. Use the **Refund Date Calculator Tool** (https://go.morainepark.edu/refund-date-calculator/?_gl=1*f9shuz*_gcl_au*ODE3NjQ2MjJzLjE3NjA3MDC2Nzc.*_ga*Mjg0Mjk5MTkxLjE3NjA3MDC2Nzc.*_ga_HHD3T3FDLN*cze3NjA3MzIyODYkbzUkZzEkdDE3NjA3M) look up the drop/withdrawal dates for any CRN (Course Reference Number).

- **If MPTC is notified during the Official Drop Period:**
 - The official drop period occurs during the first **10% of a class's scheduled hours** of instruction in whole days.
 - Students will NOT receive a grade or see the course attempt on their official transcript.
- **If MPTC is notified during the Official Withdrawal Period:**
 - The official withdrawal period occurs during the first **11-20% of a class's scheduled hours** of instruction in whole days.
 - Students will receive a **W (withdrawal)** grade on their official transcript.
- **After the Official Withdrawal Period:**
 - Students are unable to withdraw after this period and may receive an F grade on their official transcript.
 - 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 – refer to Late Withdrawal Appeal (<https://catalog.morainepark.edu/drop-withdraw/late-withdrawal-appeal/>) or Tuition Refund Appeal (<https://catalog.morainepark.edu/billing/refund-appeal/>).

accurate registration record with the College. Students who have registered are considered enrolled and responsible for all tuition and fees until a formal drop/withdrawal student request is received.

A drop is the registration status for a class from which a student has notified of the college of discontinuation within the official drop period. The 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 record on an official transcript and for which no grade will be assigned. MPTC's drop period is up to and including the first 10% of a class's scheduled hours of instruction in whole days.

A withdrawal is the registration status for a class from which a student has notified of the college of discontinuation within the official withdrawal period. The 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 record on an official transcript with a grade of W (withdrawal).

Moraine Park maintains a record retention schedule of seven years for drop/add. It is the student's responsibility to ensure the drop/add has been accurately reflected on her/his academic records.

Students may receive a refund of tuition and fees paid if the student drops/withdraws within the allowable time frame according to Wisconsin Technical College System (WTCS) Refund Rules. Students may not withdraw from a course after 67 percent of the course's duration is complete.

Failure to comply with the withdrawal procedure may result in a failing grade and/or negatively affect future registration, financial aid eligibility, and/or veteran benefits. Non-notification of withdrawal does not absolve a student's responsibility for tuition and fee payments.

Administrative involuntary withdrawal may be utilized in special circumstances. These special circumstances may exist when a student's personal circumstances significantly impact their ability to successfully continue their academic performance (as determined by college administration), discipline-based withdrawal, or dismissal procedures maintained by academic units. The process to appeal the administrative involuntary withdrawal will be shared with the student. Financial implications will be considered on an individual basis.

Policy AP 719: Withdrawal

Moraine Park Technical College maintains compliance with Wisconsin Administrative Code TCS 10 (https://docs.legis.wisconsin.gov/code/admin_code/tcs/10/). Students are responsible for maintaining an