

# WITHDRAWAL POLICY

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Moraine Park Technical College maintains compliance with Wisconsin Administrative Code TCS 10. Students are responsible for maintaining an 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' 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.