

O. HOW TO WITHDRAW

1. From a Course

Students may withdraw from a course after the drop/add deadline through the 9th week of the term. Students may not withdraw after the 9th week. Withdrawal deadlines are published in the current *Catalog* and *Schedule of Classes*. Withdrawal from half-semester courses is allowed during the equivalent time frame. Withdrawals will show on the transcript as a "W" and will count towards the college limit of 24 semester hours of unsuccessful attempts. Students who do not complete the withdrawal process by the semester deadline and who do not attend class will receive an "F" in that course.

- a. Obtain a **Course Withdrawal** form from your advisor.
- b. Obtain the course instructor's and your advisor's signatures.
- c. Return the completed form to the Office of the Registrar before the withdrawal deadline.

2. From the College (all courses)

Students who withdraw up to and including the 9th week of the semester will receive grades of "W" for their courses. The official date of withdrawal is the date the Registrar signs the withdrawal form.

- a. Obtain a **Withdrawal from Lycoming College** form from the Assistant Dean for Freshmen or the Assistant Dean for Sophomores who will assist you in obtaining the required signatures and clearances, and submitting the completed form to the Office of the Registrar.