

## **BEFORE you withdraw from a course...**

- **Have you spoken with your professor** about your dilemma? Do they know you are struggling? It is a good idea to speak with your professor before withdrawing because oftentimes, they can help – especially if it's not too late in the semester.
- **Will this cause you any financial aid or VA education benefits issues?**
- **How will this affect your academic plan and graduation date?** You may wish to speak with your advisor before withdrawing to ensure that doing so will not negatively impact your expected graduate term.
- **Are you in the US on a Student Visa?** If so, please see STC's PDSO, International Student Advisor, in Student Affairs BEFORE requesting a course withdraw.

## **WITHDRAWAL INSTRUCTIONS**

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- Go to the “**Students**” tab on the STC website.
- Look under the “**Forms**” heading on the right side of the page.
- Click on “**Student Course Withdrawal.**”

***PLEASE NOTE: Withdrawing is different from dropping. You will not receive a refund for tuition/fees that have been paid.***

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**If you withdraw *after* the add/drop period (no harm, no foul period) which is the first 6 days of the semester, you will receive a grade of “W”.**

- A grade of “W” is neither good nor bad, but it will appear on your transcript as a course that you attempted.
- Ws are incorporated in the Satisfactory Academic Progress calculation ([SAP completion rate](#)) that the office of Financial Aid uses to determine eligibility for federal aid. Please reference the following information from the “[Keeping Your Financial Aid](#)” website:

You must meet the minimum Academic Standing and Satisfactory Academic Progress requirements:

- Overall GPA of 2.0 in current program of study
  - **Overall completion rate of 67% in current program of study**
  - Current program must be completed within a 150% maximum timeframe
- **If you wish to withdraw with no academic penalty, you must do so before the designated date included in your course syllabus.**