

WITHDRAWAL FROM COLLEGE

A student may withdraw from **all courses** and receive a grade of W in all courses through the withdrawal deadline specified in the college calendar. College withdrawals requested after the deadline specified in the college calendar must receive approval from the vice president of instruction. Students enrolled in courses which are not approved for withdrawal after the withdrawal deadline specified in the college calendar will receive the grade earned in the courses and will not be eligible to receive a W.

If a student receives Title IV funds (Pell, FSEOG and/or Student Loans) and completely withdraws from TVCC or earns grades of all F's, **he/she may owe funds to the Department of Education. This should be verified by the financial aid office prior to withdrawing from any courses.**

Withdrawal from college procedures must be initiated by submitting the Student Drop Request (<https://www.tvcc.edu/Advisement/category.aspx?z=56>) or visiting the Advisement Center at any time of the semester before the official drop date. **Withdrawal requests will not be accepted by telephone.** Dropping any courses may impact student financial aid. Students would be wise to consult an advisor prior to dropping any course.

It is the student's responsibility to officially withdraw from a course or verify that the instructor has initiated the withdrawal procedure.

Course Withdrawal Policy—Six-W Rule

Any student whose first semester in college was fall 2007 or later may not have more than *six unexcused withdrawals* (W's) during his/her academic career (as per THECB Rules: Chapter 4, Subchapter A, 4.10). A qualifying re-enrolled student who has had a separation from enrollment in higher education may withdraw from a seventh course. Qualifying conditions to consider include, but are not limited to:

- a severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course;
- the student's responsibility for the care of a sick, injured, or needy person if the provision of care affects the student's ability to satisfactorily complete a course;
- the death of a person who is either considered to be a member of the student's family or is otherwise considered to have a sufficiently close relationship to the student;
- the active duty service as a member of the Texas National Guard or the Armed Forces of the United States of either the student or a person who is considered to be a member of the student's family;
- the change of the student's work schedule that is beyond the control of the student and that affects the student's ability to satisfactorily complete.

This applies to a student's academic record from all higher education institutions attended.

To determine if a course withdrawal is excused, a student must initiate a course withdrawal request through the Advisement Office or, in special circumstances, through the faculty member.

Course withdrawal procedures can be initiated in the Advisement Center or online through MyCardinalConnect (<https://sso.tvcc.edu/authenticationendpoint/login.do?RelayState=%2Fstudent%3FhideProxyDialog%3Dfalse&commonAuthCallerPath=%2FsamlSso&forceAuth=false&passiveAuth=false&tenantDomain=carbon.super&sessionDataKey=4>) portal. Students should understand the GPA and financial aid consequences of withdrawing from a course before initiating a withdrawal. **Withdrawal requests will not be accepted by phone.**

It is the student's responsibility to officially withdraw from a course and to verify that the withdrawal has been posted to their transcript.