

## Withdrawal Timeline

January 14, 2019

Start Date/Week	Length of Class (Must withdrawal by Thursday of)			
	5 week (3 <sup>rd</sup> Week)	8 week (5 <sup>th</sup> Week)	10 week (6 <sup>th</sup> Week)	16 week (10 <sup>th</sup> Week)
January 14	February 7	February 14	February 21	March 21
January 21	February 14	February 21	March 7	March 28
January 28	February 21	February 28	March 14	April 4
February 4	February 28	March 7	March 21	April 11
February 11	March 7	March 14	March 22	April 18
February 18	March 14	March 21	March 28	April 25
February 25	March 21	March 28	April 4	May 2
March 4	March 28	April 4	April 11	May 9
March 11	April 4	April 11	April 18	May 16
March 18	April 11	April 18	April 25	
March 25	April 18	April 25	May 2	
April 1	April 25	May 2	May 9	
April 8	May 2	May 9	May 16	
April 15	May 9	May 16	May 23	
April 22	May 16	May 23	May 30	
April 29	May 23	May 30		
May 6	May 30			
Non- Stand. Length Class*	Prior to the first day of class			

These dates are established with the district wide operating hours of Monday-Thursday. Withdrawals will not be processed after the dates established above. Emails will be accepted if sent prior to midnight of the established date.

### Regular/Short Term Courses:

Students can request an official withdrawal during the first two-thirds of the class based on the beginning and end date as listed in the schedule of classes. During this period a student may withdraw regardless of reason and must initiate and complete the withdrawal request through the registration office. *Instructor permission is not needed during this time period.* During the final one-third of the course, if there are extenuating circumstances, a student may request an official withdrawal. The approval of the instructor, the division chair or program director and the academic dean will be required for processing through the registrar. Documentation of the extenuating circumstance is required

### Open Entry/Open Exit Courses:

Students can request an official withdrawal based two-thirds of the days between the date of the registration and the last day of the semester. During this period a student may withdraw regardless of reason and must initiate and complete the withdrawal request through the registration office. *Instructor permission is not needed during this time period.*

## Withdrawal Timeline

---

January 14, 2019

During the final one-third of the course, if there are *extenuating circumstances*, a student may request an official withdrawal. The approval of the instructor, the division chair or program director and the academic dean will be required for processing through the registrar. Documentation of the extenuating circumstance is required.

\*Non-Standard Length Class examples are: one day class, one week class, one week-end class, etc.