

Learning Support/ESL Withdrawal Application Review Guidelines

Approval from the Transition Studies Dean is required to withdraw from LS/ESL courses.

After the first week and until the withdrawal deadline

- If the student requests to move down a level, complete the required form and allow the withdrawal.
- If the student is attempting the course for the first time and can provide documentation of an extenuating circumstance that prevents the student from attending class, allow the student to withdraw from the course.

If you prefer to make this decision,

- Sign the drop/add form.
- Keep the application and documentation until the end of the semester.

If you deny the application, please send an email to the Transitional Studies Dean.

If you prefer not to make the decision,

- Fax a copy of the application, documentation, and drop/add form to 539-7683.
- Send the original application and documentation to the Transitional Studies Dean.

After the withdrawal deadline, all requests are made to the Vice President.