



Eastern Idaho Technical College

WITHDRAWAL PROCESS

Registration Changes (official drop, withdraw, or change enrollment)

Registration/Schedule changes are the responsibility of the student. The last day to register or add course(s) is the fifth day of the semester/term. Failure to officially drop, withdraw, or change enrollment constitutes sufficient cause to receive a grade of "F" in the course. Students should be aware that withdrawal from courses may decrease veterans' benefits, financial aid, etc. It is solely the responsibility of the student to withdraw from a course or do a total withdrawal. Neither EITC faculty nor staff may initiate the withdrawal of a student on the basis of non-attendance.

WITHDRAWALS

A. Dropping from a Single Course

1. Students dropping from one or more course(s) prior to the beginning of the term may do so through the use of WebAdvisor. Courses dropped before the beginning of the term will not appear on the official transcript.
2. Students dropping from one or more course(s) during the first week of the term must complete a Course Drop/Add Form(s). The form(s) may be obtained online. The completed form(s) must be submitted to the Registrar's Office prior to the close of business on the fifth day of the term. The course(s) will not appear on the official transcript.
3. The deadline to drop one or more course(s) without grade penalty is the last day of the tenth week of the Fall and Spring semesters and the last day of the fifth week of the Summer term. These deadlines are published on the EITC website and in this college catalog. Students must complete Course Drop/Add Form(s). The form(s) may be obtained in the Registrar's office. The completed form(s) must be submitted to the Registrar's Office prior to the close of business of the published deadline. A grade of "W" will appear on the official transcript for each course dropped prior to the published deadline. Students who fail to complete the official drop process will be considered enrolled and will be graded accordingly. Neither EITC faculty nor staff may initiate the dropping of a student on the basis of non-attendance.

B. Total Withdrawal from All Semester/Term Courses

The deadline for Total Withdrawal from college without grade penalty is the last day of the tenth week of the Fall and Spring semesters and last day of the fifth week for Summer term. A petition is required if requesting to withdraw without grade penalty after published deadline. A petition will only be authorized in cases of documented circumstances of hardship, medical issues, or training related employment. Total Withdrawal Forms are available online and must be submitted to the Registrar. Petitions granting late Total Withdrawals are decided by the Student Services Committee. A grade of "W" will be entered on the permanent official transcript for each course if dropped prior to the published deadline to drop without grade penalty. Students who fail to complete the official withdrawal process will be considered enrolled and will be graded accordingly. Neither EITC faculty nor staff will initiate the withdrawal of a student on the basis of nonattendance unless the student is medically incapacitated. Students, who have withdrawn from all courses for a term, will not be allowed to register for any subsequent courses in the same term.