



**Title:** Withdrawal from the College  
**Effective Date:** May 15, 2007  
**Date of Last Revision:** May 15, 2007  
**Review Date:**  
**Cancellation:**  
**Office:** Instructional Services (IS 100)

### *Withdrawal from the College*

Louisiana Technical College (LTC) provides for a student to officially withdraw from the College for the semester/session.

#### **Scope**

It is the student's responsibility to withdraw from the College.

Students, who stop attending but do not complete and submit a Withdrawal Form to the Student Affairs Office, may remain on the class roll, and may be assigned a grade of "F" by the instructor.

Students, who officially withdraw from Louisiana Technical College on or before the last date to withdraw will receive a grade of ("W") in each enrolled course. The course and grade of "W" will be posted to the student's permanent record, but will not be included in the calculation of the semester/session or cumulative grade point average. Withdrawal from the College may impact their financial aid and other (e.g. insurance coverage) status.

#### **Procedures**

A student, who finds it necessary to withdraw from the college, should begin the process by securing the proper forms from the Student Affairs Office. Please note the refund policy and deadline date as listed in the Academic Calendar.

To withdraw from the College, a student must:

- Print and complete a copy of the College Withdrawal Form

- Sign and date the form
- Have the form signed by the Department Head or Instructor
- Have the form signed by Financial Aid Officer
- Submit the completed form to the Student Affairs Office

A student is not officially withdrawn from the college until the request is received in the Student Affairs Office. Administrative withdrawals are allowed in emergency situations.

*Policy Reference:* Return of Title IV Funds 1998 HEA, PL 105-244 SFA Handbook 2002-2003, Return of Title IV Funds LTC Form IS100.47

*Review Process:*

<b>X</b>	<b>Reviewing Council/Entity</b>	<b>Review Date</b>	<b>Effective Date</b>
X	Student Affairs Officers	11/29/06	
X	Academic Affairs Officers	11/29/06	
X	Regional Directors	06/01/07	
X	Vice President for CTE	06/01/07	06/01/07

*Distribution:* Distributed Electronically via College's Intranet  
Hard Copy Distribution to Regional Directors



James R. Sawtelle III  
Vice President for Career and Technical Education