

DROPS/WITHDRAWALS

During the initial two weeks of classes for the fall and spring semesters and the initial six instructional days for the summer and 1st and 2nd 7-week semesters, a student can drop courses online at the SOWELA website. Dropped courses are removed from the students' academic schedule for that semester and will not appear on their transcripts. Refunds for dropped courses are based on the school's current refund policy. The school "Academic Calendar" lists those dates and refund percentages.

Students can withdraw from a course before the deadline published in the "Academic Calendar" for that semester after the refund period has ended. However, courses that are shorter than the full semester will have different deadlines. Students in these courses will need to check with the instructor or the Enrollment Services One Stop Center for the withdrawal deadline. Successful withdrawal from a class results in a letter grade of "W" for that course, which is the grade that appears on the student's transcript.

Students who do not attend a class during the first fourteen (14) days of the semester may be dropped from the course.

Failure to properly drop or withdraw may result in a grade of "F" being assigned for the semester. If students who are dropping a class or classes or who are withdrawing from the college are receiving any type of financial aid, they must notify the Enrollment Services One Stop Center, the WIOA Office, and/or any other source of funding. Failure to do so may jeopardize any future financial aid and may result in their owing a repayment of funds.

WITHDRAWAL FROM SOWELA (WITHDRAWING FROM ALL CLASSES)

Students are encouraged to notify their advisor or School Dean if they are withdrawing from the college. In addition, students should notify the Enrollment Services One Stop Center if they are receiving any type of financial aid. Equipment, books or any other items belonging to the college or instructor must be returned. The college is not responsible for any items left on campus. Failure to properly withdraw may jeopardize students' financial aid and will result in a grade of "F" being assigned.

Employment information should be given to the School Dean or advisor when students withdraw from the college or if the students secure employment after withdrawal.

REINSTATEMENT

Students who have been dropped or who have dropped courses themselves may request reinstatement by obtaining a completed and signed Reinstatement Form from the Instructor. The completed form must be signed by the School Dean, Representative from the Business Office, and submitted to the Enrollment Services One Stop Center. If reinstatement is requested after the published census date, the Sowela Technical Community College Sowela Technical Community College students/instructors must submit documentation of mitigating circumstances and receive approval from the Chancellor or his/her designee before the student will be reinstated.