

Withdrawals Instructor Recommended Withdrawals

You may be dropped for absenteeism when:

Your consecutive absences exceed the number of class meetings per week, or on the third consecutive absence in the case of classes that meet once each week.

Your attendance is sporadic (e.g., you miss seven class periods for a class meeting three periods a week), and you are unable to make up the instruction missed.

You fail to meet attendance requirements of licensing agencies.

You pose a safety hazard to yourself or others because of missed instruction critical to safe class or lab performance.

You are unable to make up instruction missed in a lab/shop class.

You have not attended class during the first two weeks of the term.

Student Withdrawals

Students who are considering dropping the course should first discuss this with their instructor, counselor, or faculty advisor before dropping. They may be able to recommend an alternative course of action.

Students who wish to drop a course may voluntarily withdraw from the course up to two weeks before the last day of the semester. Course Change forms are available in the Registration office at the Milwaukee Campus or in Student Services at the regional campuses.