

Withdrawal from a Course or from the College

From a Course

A student may withdraw from a course in which he/she is registered after the drop/add period. Once the drop/add period is over, the student may withdraw from a course and will receive the grade of W in the course. The W will be posted on the official transcript and will not be used in computing the GPA. The last date to withdraw from a course is published in the current course schedule. Students can withdraw from a course via their MyWallaceState account or in person at Lion Central located in the Bailey Center Lobby.

Students who receive financial aid are advised to meet with the college financial aid department to determine impact on satisfactory academic progress.

From the College

A student may withdraw from the institution up to the deadline published in the course schedule. Withdrawing from all classes constitutes a withdrawal from the college. Once the drop/add period is over, the student may withdraw from a course or all courses and will receive the grade of W in each course in which he/she withdraws. The W will be posted on the official transcript and will not be used in computing the GPA. The last date to withdraw from a course is published in the current course schedule. Students can withdraw from a course via their MyWallaceState account or in person at Lion Central located in the Bailey Center Lobby.

Administrative Withdrawal

A student, who requests a withdrawal from a course or courses after the last published date to withdraw from a course, must complete an Administrative Withdrawal Form. This request is based on circumstances that prevented the student from completing the withdrawal process during the scheduled time. Students must provide documentation to support their request. If approved, the student will receive a grade of W for the requested course(s). An administrative withdrawal will not alleviate any outstanding financial obligation to the college. The Administrative Withdrawal form can be accessed from the college website or Lion Central.