

### ***Withdrawal***

A student may withdraw from a class by logging into the OneACCS portal. Official withdrawal forms for complete withdrawals may be obtained on the College website. Students needing assistance can contact the Office of Student Services by e-mailing [student\\_services@cacc.edu](mailto:student_services@cacc.edu).

A student who stops attending a class or classes without formally completing an official withdrawal is considered absent and will receive the grade earned according to the requirements of the course syllabus for that class. These policies apply to part-time as well as full-time credit students.

A student may withdraw from a course(s) by the date published each semester/term for partial or total class withdrawal. The grade of “W” will appear on the permanent record, and the credit hours will not be averaged in the grade point average. Administrative withdrawal by instructors is not permitted.