



Linn-Benton

Community College

Understanding the Withdrawal Process

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What does it mean to “withdraw”?

To “withdraw” means to officially unenroll (or ‘exit’) from a course after the add/drop deadline has passed.

If you withdraw from a course, it will permanently appear on your transcript as a “W”, rather than a letter grade. The W indicates that you attempted the course but withdrew from it after the withdrawal deadline.

[This video](#) outlines and summarizes what withdrawal means for a student’s transcript, GPA, and graduation timeline.

How do I withdraw from a course or courses?

- **Step 1:** Speak with your instructor about your options.
- **Step 2:** Contact your [Academic Advisor](#) about your degree progress.
- **Step 3:** Speak with the [Financial Aid Office](#) about potential funding impacts.
- **Step 4:** [Withdraw from the class in WebRunner](#). This must be done before the withdrawal deadline, which is the end (Sunday) of Week 7 for most 10-week courses.

Why would I withdraw from a course?

The decision to withdraw should not be taken lightly. Withdrawing could impact your financial aid and can affect how long it takes to get your degree. Generally, if you can pass a course, you should. That said, students withdraw for a variety of reasons:

- You may choose to withdraw from an individual course if you have confirmed with your instructor that you cannot pass the course.
- You may choose to withdraw from a course to decrease your overall course load. Talk with an advisor before doing this.
- You may choose to withdraw from *all* courses in a term if you are experiencing extenuating circumstances that do not allow you to finish the term. Talk with financial aid before doing this.

What's the difference between dropping and withdrawing?

Before the add/drop deadline (Monday of week 2), unenrolling from a course is called “dropping”. If you don’t intend to take a course, it’s very important that you drop it before the add/drop deadline so that you aren’t billed for it and so it doesn’t appear as a failed course on your transcript at the end of the term. When you drop a course, it’s like it never happened.

- A dropped course does not appear on your transcript
- A dropped course is not counted toward your total attempted credit load (for financial aid, scholarship, athletics, or international student visa purposes).
- A dropped course does not need to be paid for and will not be counted in your tuition.

After the add/drop deadline (Monday of Week 2), any course you are enrolled in is a course you are “attempting” and unenrolling is called a “withdrawing”.

- The withdrawn course appears on your transcript as a W.
- The withdrawn course is counted toward your total attempted credit, but the course is not considered “completed” and could affect financial aid eligibility.
- The withdrawn course is calculated in your tuition and you are responsible for paying for it.

After the withdrawal deadline, you cannot unenroll from a course. You must take a grade in the course. The only exception is for students who are eligible for a [Late Withdrawal Petition](#).

What's the difference between an F, a W, an NP, or an I grade?

An “F” grade is a failing grade; the student did not meet the learning outcomes to receive credit for the course. If they want to receive credit, a student who receives an “F” must retake the course. An “F” will impact the student’s GPA. If the course is taken again, the new grade can replace the “F” in a student’s GPA.

A “W” grade is issued on a transcript to indicate that a student withdrew from the course. The “W” will not affect a student’s GPA but may impact financial aid.

An “NP” is a “no pass” grade for a pass/no pass class. Instead of receiving an A-F, you receive either a “pass” or a “no pass”. Neither a P nor an NP affect your GPA (positively or negatively). NP and W are very similar in that they do not affect GPA.

An “I” grade is an Incomplete. Issued in rare circumstances, an Incomplete is for students who would have otherwise passed a class if not for extenuating circumstances (such as family emergencies) and will complete the coursework during the following term. For more information on an Incomplete, [review this explainer](#).

Is withdrawing better than a F?

This answer will depend on each student’s situation, funding, and future plans. In most cases, however, a W is better than an F because it does not impact your GPA.

If you *can* pass the class, it’s often better to take a lower grade, rather than withdrawing to maintain your GPA. For example, receiving a “C” grade in order to earn the credit is preferable to withdrawing, even if it lowers your GPA slightly. This is especially true if the course you’re taking is a degree requirement or a prerequisite for another course on your Education Plan.

The best way to determine whether to withdraw from a course is to reach out to [Academic Advising](#) and to the [Financial Aid Office](#).

What are the financial aid impacts of a withdrawal?

Withdrawing from a single course will affect a student’s number of “completed” credit and can lead to Unsatisfactory Academic Progress (sometimes called “Bad SAP”), making you ineligible for financial aid.*

The U.S. Department of Education regulations mandate that federal financial aid recipients "earn" their aid by attending and participating in class. Students who withdraw from *all* of their courses after receiving federal funds may be required to repay some or all of the aid disbursed to them. In addition, these students will be placed into

"unsatisfactory" SAP status with the Financial Aid Office. Students should contact the [Financial Aid Office](#) before withdrawing.

**Students in "Bad SAP" can apply for a [Financial Aid Appeal](#).*

What are other impacts to consider before withdrawing?

For veteran students, withdrawing might influence VA educational benefits. There are exceptions for [students called to active duty](#). Before withdrawing, students should contact [Veteran Student Services](#).

For students with scholarships, withdrawing might mean losing that funding if it's reliant on the number of courses you take and the grades you receive. Before withdrawing, students should contact the [Financial Aid Office](#).

For international students, withdrawing will impact the number of credit hours completed per term. Before withdrawing, students should contact the [Advising Center](#) and/or [International Student Resources](#).

Where can I find more information?

[The LBCC catalog](#) lists overviews and summaries of the withdrawal process and the impacts on student's academic progress.

Refer to the [Student Right to Know](#) for specific information relating to student expectations and policies. In particular, they can refer to [AR 7030-03](#) for non-attendance in Week 1 [AR 7075-07](#) for information on registration.