

# WITHDRAWAL FROM LEWIS & CLARK

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Students who find it necessary to withdraw from Lewis & Clark must initiate a formal withdrawal by completing the online withdrawal form ([https://graduate.lclark.edu/offices/registrar/forms\\_and\\_resources/withdraw/](https://graduate.lclark.edu/offices/registrar/forms_and_resources/withdraw/)) found on the graduate registrar's web page. Withdrawing from the college may affect tuition charges and financial aid eligibility. Please refer to Billing and Payment Standards (<https://docs.lclark.edu/graduate/policyprocedures/billing/>) and Financial Assistance (<https://docs.lclark.edu/graduate/policyprocedures/financialaid/>) sections of the catalog.

## Withdrawal from a Course

Students may withdraw from a course after the drop deadline and through 75% of the course\*. In this case, a grade notation of "W" (withdrawn) is recorded for that course. Grades of "W" are not calculated into the grade point average. Withdrawals are not permitted after 75% of the course. Students who stop attending a course after 75% will not be eligible for a "W" and will receive a failing or "NC" (no credit) grade.

To withdraw from a course, students must complete the late add/withdrawal form ([https://graduate.lclark.edu/offices/registrar/forms\\_and\\_resources/late\\_add\\_drop/](https://graduate.lclark.edu/offices/registrar/forms_and_resources/late_add_drop/)) prior to the deadline. Ceasing to attend a course does not constitute a withdrawal. The official date of withdrawal is based on the date the student submits the late add/withdrawal form, leave of absence request or permanent withdrawal form.

Students should refer to the refund schedule ([https://www.lclark.edu/offices/account\\_services/student\\_statements/costs/graduate/?\\_gl=1\\*\\_z1umna\\*\\_ga\\*NzU0MDQ1NjU0LjE3MjExNTMzNDE.\\*\\_ga\\_6MKT6LMD5S\\*MTc0NDM5NjExMS40NDQuMS4xNzQ0Mzk4NDI5LjQ4LjAuMA..](https://www.lclark.edu/offices/account_services/student_statements/costs/graduate/?_gl=1*_z1umna*_ga*NzU0MDQ1NjU0LjE3MjExNTMzNDE.*_ga_6MKT6LMD5S*MTc0NDM5NjExMS40NDQuMS4xNzQ0Mzk4NDI5LjQ4LjAuMA..)) for more information regarding course tuition and fee refunds.

\*The percentage of the course completed is calculated based on the period between the first course meeting and the last course meeting (not the number of course meetings attended).