

Withdrawals

In courses in which a grade has not already been filed, on-campus students may withdraw from a full-term course until Monday of the tenth week of classes with a grade of 'W'. If a student withdraws from a repeated course, the 'W' does not replace a grade in the previous course. See [Satisfactory Academic Progress](#) for the impact of withdrawals.

For online courses, Illinois College has an open add-drop period of five business days at the beginning of each term to allow students to make any necessary adjustments to their schedules. Students who withdraw from a course prior to the end of the fifth business day of a term can remove the course from their schedule without a "W" appearing on their transcript. Students can withdraw from a course with a "W" appearing on their transcript until 4:30 p.m. on the end of the last business day of the fifth week in the term. After the fifth week of classes, students must accept a grade for the course or petition the Office of Academic Affairs for an exception.

On-campus students intending to withdraw from the college must report their intent to withdraw to the Office of Academic Affairs on the second floor of Tanner Hall. Students who withdraw from the College after the tenth day of classes and before the Monday of the tenth week of classes will receive a grade of 'W' (withdraw) in all courses for which a grade has not already been filed. Students withdrawing from the College prior to the seventh week of classes will receive a partial refund of tuition as stipulated on page 215. Students who withdraw from the College must receive permission to return from the Provost before re-enrolling.

Online students intending to withdraw from the college must report their intent to withdraw to their Online Advisor and the Office of Academic Affairs. Students withdrawing from the College prior to the sixth day of classes will receive a 100% refund of tuition and fees. Students who withdraw after the fifth day of classes and prior to the fifth week of classes will receive a partial refund of tuition as stipulated by the chart provided by Student Financial Services.

Note: For any changes to these dates, see the College's website.