

Fall 2009 WITHDRAW

If you wish to withdraw from a course, beginning on the date listed below, you must talk with your instructor to request written permission to withdraw from the course. Written permission means your instructor has signed your withdrawal form or you have attached to the withdrawal form a letter or email from your instructor granting permission to withdraw. Before this date, you may submit the withdrawal form without your instructor's permission.

IF YOUR COURSE MEETS:	BEGINNING ON THE DATE BELOW, INSTRUCTOR'S PERMISSION IS REQUIRED
Full 14 weeks	November 30
Last 5 weeks	December 14
Last 7 weeks	December 14
Open Entry/Defined Exit	By instructor approval
Open Entry/Open Exit	March 22, 2010

How to Withdraw

Withdrawal forms are available at the One-Stop Registration area on any LMC campus. You must submit the withdrawal form directly to a Generalist at the One-Stop Registration area on any LMC campus. Online or phone withdraws are not accepted.

The withdrawal form with written permission must be received from you in One-Stop Registration area on any LMC campus by the close of business on the last day of the class. Withdrawal forms received after this time will not be processed.

A withdrawal does not remove your responsibility to pay LMC tuition and fees for the course.
Students receiving financial aid must contact the Financial Aid Office before withdrawing.