



## Withdrawal from School

A student who finds it necessary to withdraw from school for any reason should do so properly. The proper withdrawal procedure is as follows:

1. Students are to pick up the withdrawal form from the Student Development Center on the Senatobia campus or the Academic or Career-Technical counselor's office at the Centers, where the student will be instructed as to the proper withdrawal procedure.
2. After obtaining the required signatures, the student turns the withdrawal form in to the Center Dean or if withdrawing from the Senatobia campus, to the cashier in the Business Office. The cashier will sign the form and turn it in to the Registrar's Office.
3. Refund of any payment due will be made at the Business Office.

A student who properly and officially withdraws will receive a grade of "W" (official withdrawal) in all classes. Withdrawal must be made prior to exam week. An unofficial withdrawal is attributed to a student who leaves Northwest without going through the published withdrawal procedures. This unofficial withdrawal will result in the student receiving "F" grades in all classes.

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