

Student Withdrawal Checklist for Fall 2020 Term

Faculty and staff are available to help you with the transition to online and flexible learning. This can be a big adjustment, so please use the following checklist to help guide your decision to withdraw from one or more courses in the fall 2020 term:

Explore two flexible grading options with your instructor. These might provide the support you need to stay enrolled:

Option 1: Credit course grading for all fall term classes have been updated. The changes are intended to give you the greatest flexibility in completing course requirements and achieving desired learning outcomes while keeping you on track with your academic plan.

This term, instructors will be assigning grades as follows:

If you earned this grade, according to the class syllabus:	The instructor will post this grade:	Included in Grade Point Average (GPA)	Significance
A	A	Yes- 4 Grade Points	Credit awarded
B	B	Yes- 3 Grade Points	Credit awarded
C	C	Yes- 2 Grade Points	Credit awarded
D	P (Pass)	No	Course completed satisfactorily*; Credit awarded
F	N (Requirements Not Fulfilled)	No	Course requirements not met; No credit awarded
FW	WS	No	Withdrawn by institution, stopped attending; No credit awarded
WS	WS	No	Withdrawn by institution, stopped attending; No credit awarded

*A grade of P **can** be used to meet CLC graduation requirements, **will** allow you to progress to the next course in a sequence, and **shall be deemed transferable** and be applicable toward major, minor, and general education requirements. Colleges nationwide are relaxing their requirements for incoming transfer coursework completed during the fall 2020 semester and are accepting P grades. Final decisions on transferability are made at the receiving institution, and it is recommended you consult with the Admissions department at your intended transfer institution. Students in specific career programs at CLC may still need a C or better due to accreditation guidelines; those students should work closely with their instructors.

The grades listed above will automatically be posted by your instructor this semester. Additionally, you can request a change from a letter grade (A, B, C) to a grade of P (Pass) for fall classes through February 26, 2021. Requesting a change to a grade of P will remove the course from your GPA calculation but will still count in completed credit hours. You are strongly encouraged to discuss a change from a letter grade to P with your [advisor or student development counselor](#) to ensure that academic requirements can still be met.

Option 2: An Incomplete grade

Your instructor may provide the option for an “incomplete,” which can give you 120 days or more to complete the class after it ends. Your instructor will list the requirements for successfully completing the course if you choose to take an “incomplete.”

If, after reviewing the two flexible grading options, you still feel that withdrawing is the best choice for you...

Reach out to an advisor or student development counselor by calling 847-543-2060 or emailing advice@clcollinois.edu. They will help answer any questions about the impact a withdrawal could have on your academic plans. They may also know of resources that could help you stay enrolled in the course and complete successfully!

If you are receiving financial aid, contact the financial aid department by calling 847-543-2062 or emailing finaid@clcollinois.edu. Withdrawing from a class may mean that you have to return some financial aid or may impact your future eligibility for aid.

To withdraw, access myStudentCenter and complete the drop request at <https://myclc.clcollinois.edu>.

Step-by-step instructions are available <http://dept.clcollinois.edu/adr/DropClasses.pdf>. Check the deadline before which you can withdraw yourself under “Enrollment Deadlines” for each class in myStudentCenter. Instructions on how to view these dates are available <http://dept.clcollinois.edu/adr/FindClassDates.pdf>.

When you withdraw yourself from a class, a “W” grade will show for the class on your transcript. “W” grades are not included in GPA calculations, but they can impact financial aid status.

Will I get a refund? For the fall 2020 term, students will be granted a refund based on the standard refund schedule listed in your course syllabus or available <https://www.clcollinois.edu/paying-for-college/withdrawals-refunds>.

If you have difficulty withdrawing from your class, contact records@clcollinois.edu or 847-543-2015 for assistance.