

## 7. **Withdrawing from class.** (read !!!!)

After classes have started and you need to withdraw from a class please read the following:

1. **Procedures for withdrawing from an online course before the 75% mark.**
2. **All Holmes students must contact their instructor and have the instructor submit the following information:**
  - **Student Name**
  - **Student Social**
  - **Course Name, Prefix, Number, & Section**
  - **LDA**
3. **If they are a Holmes instructor, they will complete a Holmes withdrawal form provided for them in the Faculty Resources area of the Distance learning web site.**
4. **If it is in an instructor from another college, they must email the information to their own e- learner coordinator who will then email it to [hquest@holmescc.edu](mailto:hquest@holmescc.edu).**
5. **Do not log back into that course in Blackboard, you can get the instructor name and email from your [Student Profile](#). If your instructor is unable to withdraw you forward that email to [hquest@holmescc.edu](mailto:hquest@holmescc.edu) .**
6. **To confirm your withdrawal, go to your [Student Profile](#) and check the course status after 3 business days, and it should state "withdrawn."**