

CATEGORY: STUDENT AFFAIRS  
SECTION: University Grading  
SUBJECT: Course Withdrawal  
EFFECTIVE DATE: September 28, 2000 Revised  
PAGE(S): 2

#### I. PURPOSE

To outline the process for withdrawing from courses through the dean's office of the school offering the course.

#### II. SCOPE

This procedure applies to withdrawal from all courses after the deadline for processing a resignation through the Office of Student Appeals, and withdrawal from individual courses after the end of the add/drop period but prior to the ninth week of the term (fourth week of the session).

#### III. ADMINISTRATIVE RESPONSIBILITIES

The Academic Dean is responsible for approving monitored withdrawal requests processed through the academic center during the time period established for monitored withdrawal, and forwarding Monitored Withdrawal Request forms to the Office of the Registrar by the established deadline dates for the term or session.

The Office of the Registrar is responsible for processing Monitored Withdrawal Request forms before grade rosters are run

for the term or session.

#### IV. DEFINITIONS

##### Term/Session Withdrawal

Withdrawal from all courses for which the student is registered in the term or session, after the 60% point (in time) of the term or session. Such withdrawals are processed through the office of the student's academic dean. There is no financial adjustment associated with this procedure, which results in the assignment of W grades for the courses.

##### Monitored Withdrawal

Withdraw from an individual course for which the student is registered, after the add/drop period and prior to the ninth week of the term (fourth week of the session).

##### A. Processing a Monitored Withdrawal

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| Student | <ol style="list-style-type: none"><li>1. Initiate monitored withdrawal in the office of the dean or campus president of the academic center offering the course.</li><br/><li>2. Complete FORM 0037, Monitored Withdrawal Request, for each course, according to the attached Form Instruction Guide.</li><br/><li>3. Sign FORM 0037. Obtain the</li></ol> |
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instructor's signature and submit the completed form to the dean of the school offering the course.

Academic Dean/

Campus President

4. Review the request, and if approved, sign FORM 0037.
5. Forward the original (white) copy to the Office of the Registrar and issue the pink copy to the student. Retain the yellow copy on file in the academic center.

Registrar

6. Process Monitor Withdrawal Request forms.

#### B. Processing a Term/Session Withdrawal

Student

1. Initiate monitored withdrawal in the office of the dean of or campus president of your academic center.

Academic Dean

2. Review the request.
3. If the reason for withdrawal is medical or psychological in nature, request support documentation from the student. If unable to make a determination based upon the support documents provided, obtain the student's consent to permit

review of the documentation by the Director of the Student Health Services who will provide advice or a second opinion.

4. Approve or deny the request.
5. If approved, notify the Registrar to ensure assignment of the W Grade.
  - a. If grades have been issued, process Grade Change forms to assign the W grade.

#### V. EXHIBIT

Exhibit A - FORM 0037, Monitored Withdrawal Request

FORM 0037 Form Instruction Guide

#### VI. REFERENCES

[Academic Regulation: Course Withdrawal](#)

[Academic Regulation: Grading System](#)