

Academic Regulation - Office of the Provost

CATEGORY: STUDENT AFFAIRS
SECTION: University Grading
SUBJECT: Course Withdrawal
EFFECTIVE DATE: August 29, 2005 Revised
PAGE(S): 1

I. SCOPE

This policy establishes regulations for course withdrawal and assignment of the Withdrawal (W) grade.

II. POLICY

A student may drop all courses before the end of the add/drop period for the term or session by processing an Add/Drop form. After the end of the add/drop period, but before the deadline for resignation, a student must resign through the Student Appeals office. All students may resign up to the 60% point (in time) of the term or session. R grades will be issued for all courses in the term or session of resignation. See Policy 09-05-08, Termination of Registration.

Term/Session Withdrawal

After the deadlines for processing a resignation through Student Accounts, a student may withdraw from all classes only with the permission of their academic dean or campus president. If the reason for the withdrawal is medical or psychological in nature, the academic dean may consult with the Director of the Student Health Services prior to making a determination.

It is the responsibility of the academic center to notify the Office of the Registrar of all approved Term/Session Withdrawals to ensure assignment of the W grade.

Monitored Withdrawal

Students may withdraw from an individual course after discussion with, and approval from, their course instructor, or with the written approval of the academic dean of the school in which the course is offered or the campus president, after the end of the add/drop period and prior to the times identified below:

- Term: By the end of the ninth (9th) week of the term
- 12 week session: By the end of the eighth (8th) week of the 12 week session
- 6 week session: By the end of the fourth (4th) week of the 6 week session
- 4 week session: By the end of the third (3rd) Wednesday of the 4 week session

After the period identified above, a student will be permitted to withdraw from an individual course only in extraordinary circumstances and with the permission of the academic dean or campus president.

It is the responsibility of the academic center to submit a Monitored Withdrawal Request form to the Office of the Registrar to ensure assignment of the W grade. See Procedure 09-01-07, Course Withdrawal.

Withdrawal Grade

Instructors will not have the option of issuing a W grade even though a W will appear

as a grade selection on grade rosters.

III. REFERENCES

[Procedure: Course Withdrawal](#)

[Policy AC 67, Termination of Registration](#) (formerly 09-05-08)