

COMPLETE WITHDRAWALS FROM THE UNIVERSITY

Student Initiated Withdrawals from the University

A student withdrawing from the university without having completed the courses for which he or she is registered may do so at any time prior to the final week of regular classes of a semester or session by filing an application for Withdrawal at the Office of the Registrar.

The Office of the Registrar will attempt to verify the reason for withdrawal, determine the effective date of the withdrawal, and then process the withdrawal.

A student will automatically receive W's as an indicator of withdrawal through the tenth week of the Fall or Winter Semester or through the midpoint of all courses shorter than one semester.

The Office of the Registrar will process the withdrawal from the university, process the "automatic W" and notify each faculty member promptly.

Students withdrawing from the university between the tenth week and Friday of the 14th week of semester courses will receive W's for passing work of D- or better and E for failing work. For short courses, students withdrawing from the university between the midpoint and two class days prior to the end of the course will receive W's for passing work of D- or better and E's for failing work. During this period, students enrolled in a CR/NC only course will receive W's for passing work of C- or better and E's (which are converted to NC) for failing work.

During this period from the tenth week to Friday of the 14th week, the Drop or Withdrawal Request Card will be forwarded to the instructors for assignment of W or E by the Records Office along with the notification of withdrawal. Each instructor will return the form to the Office of the Registrar after assigning the grade and signing the form.

In cases involving academic dishonesty, the determination of the grade shall be left to the discretion of the instructor.

If an instructor refuses to sign the card, or is not available, an appeal may be made to the department chairperson. This policy does not supersede the policy above.

No student may withdraw from the university during the week preceding final examination week.

A student following the above procedures may receive certain refunds, if eligible, in accordance with university regulations.

A student leaving the university without filing a withdrawal form will not be eligible for refunds and will not be eligible for a "W."

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