

WITHDRAWING FROM A CLASS AFTER DROP/ADD PERIOD

1. Students should obtain a Withdrawal Request Card from the Registrar's Office, or Student Service Court, ask the instructor to sign it, and return the card to the Registrar's office. A student has officially withdrawn from a class when the Registrar's Office, or Student Service Court, receives a properly completed card before the published deadline.
2. Students will 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. No course may be dropped after this time.
3. In cases involving academic dishonesty, withdrawal is not an option and the determination of the grade shall be left to the discretion of the instructor.
4. If an instructor refuses to sign the card, or is not available, the student may appeal informally to the Department Chairperson. This policy does not supersede the policy on academic dishonesty.
5. Under unusual circumstances, a student may appeal to the Registrar for exceptions to this policy. If a waiver is made, the Registrar shall notify the instructor of this action. The Registrar's actions may be appealed to the Dean of Students.

Semester Withdrawals

Information on completely withdrawing from the University for a semester appears in the Academic Policy and Procedure section of this Bulletin.

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