



ACADEMIC DROP AND WITHDRAWAL POLICY

Effective Date: October 13, 2011

Revised: January 30, 2022

Responsible Office: Office of the Registrar

Division: Academic Affairs

I. PURPOSE/OBJECTIVE

To establish guidelines by which a student can withdraw from class(es) and/or from the University.

II. STATEMENT OF POLICIES

- A. Students may drop or withdraw from one or more courses with a grade of “W” based on the date published in the [University’s Academic Calendar](#). It is the student’s responsibility to secure approval from the appropriate academic advisor, complete a [Course Drop Form](#) or an [Official Withdrawal Form](#) and submit the form to the Office of the Registrar.

- B. A student who drops all courses must also withdraw from the University. The deadline for withdrawing with a grade of “W” is usually four weeks after mid-semester. Students may not drop courses or withdraw from the University after the date published in University’s Academic Calendar. However, students with extenuating circumstances may seek an administrative withdrawal (AW) by submitting a letter of appeal and documentation to the University Registrar to substantiate the case of withdrawing after the published date. To drop a course, the student must show direct cause for the extenuating circumstances, show that he/she was passing the course(s) immediately prior to the hardship, and must appeal immediately after the hardship. The Appeals Committee will review the documentation and recommend approval or denial. If approval is granted, the grade of “W” will be assigned to all courses. The grade of “F” will be assigned to the courses of students who do not officially drop or withdraw from the University and the student will forfeit the right to a statement of honorable dismissal. Dissatisfaction with an anticipated grade or a decision to change a major is not cause for an administrative withdrawal. An instructor cannot change a grade to “W”.

- C. The statute of limitations for a written appeal to be submitted to the Office of the Registrar is 120 days after the end of the semester/session in which the grade is in question.

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D. Definitions

1. **Drop a class** – a student is dropped from a course prior to the 7th class day for summer sessions or the 14th class day for fall and spring semesters and course is removed from class schedule.
2. **Course Withdrawal** – a student is withdrawn from a course(s) after the 7th (summer sessions) or 14th (fall and spring semesters) class day and awarded a withdrawal grade of “W” which remains on the student’s permanent academic record.
3. **Administrative Withdrawal** – a student has submitted an appeal to withdraw from the University after the published date; student is granted approval to withdraw; and, a grade of “W” is awarded in all courses.
4. **Extenuating circumstances** – May include but not limited to: major medical emergencies, legal issues, extended illness, or an event that incapacitates the student.