

3510.1 Withdrawal Definition

Withdrawal is the active decision on the part of students to officially remove themselves from the roster of a class or classes that they are attending. Withdrawing is an official process that should be done in consultation with the student's advisor. Not attending or not participating in learning activities is not the same as withdrawal.

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3510.2 Withdrawal with No Grade on Transcript

The last day to withdraw from a course without a grade shall be the end of the fourth week of each 14-week term, the end of the second-week of each 6-week term, and end of the fourth week of each 12-week term. These courses will not be recorded on transcripts.

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Withdrawal dates applicable to courses offered in other terms shall be determined by the Registrar's Office, in consultation with the appropriate college, school, or unit. Generally, the last date to withdraw will coincide as closely as possible to, but not later than the completion date of one-third of the course. The date to withdraw with no grade should be published in course syllabi.

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3510.3 Withdrawal with "W" on Transcript

The last day to withdraw from a course with a grade of "W" shall be the end of the ninth week of each fourteen-week term, the end of the fourth week of each six-week term, and the end of the eighth week of each twelve-week term. From the fifth through ninth weeks, or their equivalents, students may withdraw from a course, but the course and a grade of "W" will appear on their transcripts.

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Deleted: After the withdrawal dates above, students need to successfully petition to withdraw; otherwise, the course will appear on their records with a grade.

Deleted: The final decision to remove a grade or record may also be affected by other policies governing drops and refunds.

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Once withdrawal deadlines have passed, students need to successfully petition to withdraw.

Note: Policy 3420 refers to "official withdrawals or drops"

Note: 3520.1 refers to "withdrawals are not repeats"

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