

COURSE WITHDRAWAL



COURSE WITHDRAWAL POLICY, effective Fall 2018:

A withdrawal grade of W is recorded when a student drops a course after the official drop/add period at the beginning of the semester and before the withdrawal deadline. W grades are not calculated into the GPA.

A student may withdraw from a course, with documented consultation with the student's current advisors, up to the withdrawal date listed on the course syllabus. If the instructor has not indicated a final withdrawal date on the syllabus, the default deadline reverts to noon on the last day of classes that semester.

Withdrawals will be considered complete when they are filed with the Office of the Registrar. A student who does not complete the withdrawal process will receive the grade currently earned at the time the course instructor submits final grades.

Withdrawal from courses may impact financial aid and/or inter-collegiate athletic eligibility. Students are encouraged to discuss these implications with family, academic advisors, coaches, and counselors from Financial Planning or the Dean of Students Office.

Exceptions to this policy may be made via appeal to the Student Academic Development Committee.

Overload fees are not refunded for a course withdrawal.

ID# _____ NAME: _____ SEMESTER: _____ / _____

<i>Subject</i>	<i>Course #</i>	<i>Section #</i>	<i>Course Title</i>

Instructor and advisor *approval* is not required, but students are required to consult with their advisors to discuss this course withdrawal. Signatures below indicate that student consulted with advisors:

POE Advisor: _____
Printed Name
Signature
Date

General Advisor: _____
Printed Name
Signature
Date

ATHLETES:
 Compliance Director or Athletic Director:

Printed Name
Signature
Date

INTERNATIONAL STUDENTS:
 DSO Advisor: _____
Printed Name
Signature
Date

Student Signature
Date

Registrar's Office: Received _____
 Processed _____