

Effective: October 1997

**Academic Policy: Graduate Studies
WITHDRAWAL from a COURSE**

Approved: October 1997
Revised: December 16, 2009
Deans' Council, Faculty Senate

The notation made on a student's record about a withdrawn course depends on when the student withdraws. Students who "drop" or withdraw by the end of the first week of classes have all references to that course deleted from their records. Students will be permitted to withdraw from a course and receive a grade of "W" up until the end of the tenth week of the semester. The W grade does not carry any grade points and will not be calculated in the student's GPA. There will be no limit on the number of courses from which the student may withdraw. After the tenth week of the semester and through the last day of classes, students who withdraw will receive a non-W grade which will be determined by the instructor consistent with University policy.

The official date of withdrawal is the date the withdrawal form is submitted with proper signatures to the Registrar's Office. Deadlines for returning the form are strictly enforced. It is the student's responsibility to obtain all required signatures (both course instructor and adviser) in time to meet the deadline.

Failure to withdraw from a course properly may result in additional tuition fees as well as a failing grade. For example, a student who does not attend a class but only submits a withdrawal form during the second week of class may be subject to additional tuition for that two-week period.

Withdrawal periods will be determined by the Registrar's Office and be prorated for summer, winter, and out-of-term courses.