

Withdrawal from Courses

It is presumed that a student will complete the courses for which he or she has registered. Students must pay careful attention to the official withdrawal policy approved by the faculty. Any student who wishes to withdraw from a course should first discuss the matter with the instructor. A grade of "W" is given for approved withdrawal from a course; failing to withdraw by stated policy will result in a grade of "0.00."

Fall and Spring Semesters

Withdrawal Period 1: During the first week of the semester, the student may withdraw from a course by informing his or her advisor, securing all required signatures on the withdrawal form, and then returning the completed withdrawal form to the Registrar's Office. Any withdrawal made during Period 1 is deleted from the student's record and will not appear on the transcript.

Withdrawal Period 2: After the first week of the semester, withdrawal is allowed through the tenth week of the semester (66% of semester completed) and requires the approval of both the course instructor and the student's academic advisor. Any withdrawal made after Period 1 will result in a "W" on the student's transcript.

Withdrawal Period 3: After the 10th week of the semester, the student may withdraw only for medical reasons or other extremely serious circumstances. Withdrawal requests based upon medical circumstances must be supported by a written excuse from a health care provider.

Poor academic progress, in and of itself, will not be considered sufficient reason for granting permission to withdraw from a course following the allowed withdrawal period. Withdrawals after the tenth week must be approved by both the course instructor and the Dean of the school or college in which the course is being taught. The Dean of Students will provide consultation regarding this decision, as deemed appropriate by the course instructor, the Dean of school or college in which the course is being taught, or both.

It is the student's responsibility to initiate withdrawal from a course by obtaining the withdrawal form from the Registrar's Office, gathering all required signatures, and returning the completed form to the Registrar. A grade of "0.00" is assigned by the instructor and recorded for all courses in which no official withdrawal, as specified above, has been completed by the student. Any withdrawal made after Period 1 will result in a "W" on the student's transcript.

Students who are considering withdrawal from a course should be reminded that state and federal regulations for financial aid mandate that a student must earn the appropriate credits within the period of August to August or January to January and maintain the appropriate grade point average for his or her class standing. For more details, please refer to the Academic Progress Requirements area in the Financial Aid Award Guide under the Student Services tab on the portal. Students should also be mindful of the University Refund Schedule, which allows for adjustments to tuition through the fourth week of the semester. Fees are not refundable.

Summer, Pre-Session, and Intersession Semesters

Summer, Pre, and Intersessions represent full curriculum content in a compressed format. The table below reflects the policy for required signatures needed for withdrawal during Period 1, 2, and 3 for these sessions, as described for the Fall and Spring semesters.

| | Deadline for Withdrawal Period 1 | Deadline for Withdrawal Period 2 | Deadline for Withdrawal Period 3 |
|---|--|--|---|
| | Signatures: Advisor | Signatures: Course Instructor and Advisor | Signatures: Course Instructor and Dean of College in which courses is taken |
| Fall or Spring semester (15 week duration) | End of Week 1 (6.6% of course completed) | End of 10th week of semester (66% of course completed) | After 10th week (greater than 66% of course completed) |
| First and Second Summer session (20 class-day duration) | End of third day of class | End of 14th day of class | After 14th day of class |
| 9-week evening Summer session (18 class-day duration) | End of the fourth day of class | End of the 12th day of class | After the 12th day of class |
| Pre-session (15 class-day duration) | End of the third day of class | End of the 10th day of class | After the 10th day of class |
| Intersession (variable class-day duration) | End of the first day of class | Determined by Registrar | Determined by Registrar |

Guidelines for Implementation

1. If a student is permitted to withdraw from a course after the ten-week period (Period 3), the signatures and approval of the Unit Dean in which the course is being taught and the course instructor are required. It is the student's responsibility to initiate withdrawal by obtaining the official form designed for this purpose from the Registrar's Office, having it signed by the instructor, and submitting it to the Unit Dean in which the course is being taught. A student may seek assistance from the Dean of Students in facilitating this process, including such cases in which the instructor cannot be reached. Written notification of the signed form designed for this purpose will be sent by the Unit Dean to the Registrar for processing, who will, in turn, notify the student, the course instructor, the student's advisor, and the Unit Dean immediately. If both the course instructor and the Unit Dean agree with the withdrawal, a grade of "W" will be assigned by the instructor and posted by the Registrar. If the course instructor and the Unit Dean disagree with the withdrawal, then the student will be assigned a grade as determined by the course instructor.
2. Disagreements between course instructor and the Unit Dean on course withdrawal cases will be automatically forwarded by the Registrar to the Academic Standards Committee of the University. A subcommittee consisting of at least two faculty and one member from the Office of Student Affairs will review the withdrawal and reasons for disagreement within one academic week. The decision of this subcommittee will be recorded by the Registrar and forwarded to the student, the course instructor, and the Unit Dean.
3. If an official withdrawal, including proper paperwork, has not been initiated and completed by the student, the instructor will assign and record the grade of "0.00" for the course.
4. It should be noted that from the second through the tenth week of the semester a student must request and receive permission from the course instructor and the advisor in order to withdraw from a course.
5. Appeals will follow the Academic Grievance Procedure (for information about this procedure, see the Wilkes University Student Handbook).