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| AREA OF RESPONSIBILITY: | DIVISION OF ACADEMIC AFFAIRS |
| RESPONSIBLE CONTACT: | UNIVERSITY REGISTRAR |
| POLICY IDENTIFICATION: | WITHDRAWAL FROM CLASS |
| CROSS REFERENCE: | FINANCIAL AID |
| EFFECTIVE DATE: | 1/08/90 |
| Reviewed: | 1/30/09 |
| LAST REVISED: | 06/2024 |

Class withdrawals begin after the Add/Drop period for each of the 14 sub-terms has ended. To withdraw from a class, the student may obtain a withdrawal form from the Registrar Office either in the office or online. Once the student completes and submits the form to the Registrar's Office, the student is no longer expected to attend the class. The class will continue to appear on the student's record with a grade of "W", (as long as it is within such deadline as indicated on the Academic Calendar) and indicated on the student's transcript immediately. Withdrawals from class may have ramifications for the financial aid of the student.

Withdrawal from classes after the deadline as indicated on the Academic Calendar will receive a "WO" or "WF" until the last day of class. The "WO" grade indicates the student has withdrawn from class with a passing grade. The "WF" grade indicates the student has withdrawn from class with a failing grade. Grades of "WO" and "WF" are awarded by the instructor as a final grade at the end of the course.

All grades of "W," "WO," or "WF," may have financial aid implications for the student.

It is highly recommended that students consult with the academic advisor and financial aid prior to a request for withdrawal.