



## **Withdrawing from a Course**

To withdraw from a course, the student's advisor must sign a completed **Drop/Add/Withdrawal** form. The appropriate department chair must approve the form. A grade of W, WP, or WF must be specified on the form.

The approved form must be submitted to the Registrar. The Registrar confirms the withdrawal via email with the student, advisor, instructor, and chair.

A student can withdraw from any course, for any reason, prior to the end of Week 8 of the semester. A grade of W will appear on the student's transcript and will not affect the student's GPA.

After Week 8, any student who withdraws from a course must have a grade of WP (withdraw-passing), or WF (withdraw-failing) specified on the form, depending on the student's grade in the course at the time of the withdrawal.

The grade of WF is the same grade as an F and is factored into the student's GPA as an F. The grade of WF puts the student on academic probation.

A student can take a WP or WF until the end of the last day of classes in the semester.

**An administrative withdrawal (AW)** follows the same schedule as a standard withdrawal for assigning a grade of W, WP, or WF. An AW should not be issued until the drop period ends.

A significant difference between an AW and a standard withdrawal is that the course instructor initiates the AW. The standard withdrawal is initiated by the student and advisor. An AW appears as a withdrawal on the transcript.

**Administrative withdrawals cannot occur during the last ten days of classes.** Refer to the guidelines for administrative withdrawals for more information.

The Registrar will supply the exact dates of the withdrawal period at the beginning of each semester.