Policy Number: 75-22
Last Revised: 09/18/12

WITHDRAWAL

There are two types of withdrawal from one or more classes at the University: regular withdrawal (W grade) and hardship withdrawal (HW grade). For information on hardship withdrawals, please see Hardship Withdrawal Policy 2012-1. These grades do not affect the student's grade point average; however, they may affect the student's full time status which may lead to changes in their financial aid or campus housing eligibility, academic course sequencing, international visa or athlete status. See the ***Refunds of Tuition and Fees policy*** (75-9) for information on how withdrawals impact tuition and fee payments and deadlines.

After the end of the add and drop period in a term, students must take action to withdraw from any class(es) for which a W or HW grade is desired. If the student takes no action to seek a withdrawal, the course instructor will calculate the grade earned by the student at the end of the term and this grade will be added to the student's academic transcript.

Regular Withdrawal (W Grade)

Allows the student to withdraw from one or more classes in a given term and results in the assignment of a W grade for each course indicated. The withdrawal deadline is the Friday of the sixth week of the quarter for fall, winter and spring. Consult the summer Important Dates document for unique summer term withdrawal deadlines.

- Undergraduate students must fill out and get official signatures on a withdrawal request form on or before the Friday in the sixth full week of the quarter and this form must be received by the Registrar's office by 4:00 pm on the Friday in the seventh full week of the quarter.

  Note: A full week is defined as Monday through Sunday.

- Graduate students may withdraw online in real time through 11:59 pm on the final withdrawal date.

Originally issued: 09/72

Policy previously revised: 09/75
04/93
08/96
08/97
10/00
07/02
11/03
12/07

05/09
2/03/10
12/12/11