

Withdrawals

The student is responsible for withdrawing from class when appropriate. Withdrawals prior to the published deadline for each Term may be made without grade penalty. The notation W is recorded. The signature of the instructor of the course is required.

Students in the Undergraduate Program may Withdraw Without Record from a course until the last day of week 2 of a 6-week session. If a student withdraws by this date, the course does not appear on the student's official transcript. In the case of undergraduate courses of other lengths, the last withdrawal date will be set at the corresponding point of the term, when the course is approximately 45% complete. Withdrawal from a course after the last day of withdrawal without record will be noted as a W on a student's transcript, and the deadline will be listed in the schedule.

Only when written evidence such as a doctor's statement, military orders, or other reasonable justifying documentation for post-deadline withdrawal will approval be granted.