Withdrawal from Courses

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Students who wish to withdraw from one or more courses after the add/drop period indicated on the Academic Calendar may do so as follows:

Report to the Office of the Registrar to complete the proper forms during the prescribed period as outlined in the Academic Calendar.

The mark of W (withdrawal) will appear on the transcript for the withdrawn course but will not be computed in the student's quality-point index.

The last day for withdrawal from courses with a mark of W is indicated in the Academic Calendar. Only in extraordinary circumstances, and with the permission of the Vice President for Academic Affairs and Academic Dean, will students be permitted to withdraw after the deadline. The date of withdrawal is the day the student informs the Office of the Registrar in writing.

Note: Students receiving federal financial assistance (Pell Grants, Direct Loans, Academic Competitiveness, and/or FSEOG) who withdraw from classes prior to the completion of 60 percent of the semester or term are required to repay a portion of the funds that they received that semester or term. Repayment of federal funds is determined on a prorated basis according to the number of days elapsed between the beginning of the semester and the date of withdrawal.

Students who earn all F's in a term or are graded as "W's at the end of the term may be considered unofficial withdrawals. If a student in this situation cannot show academic activity in the last 40 percent of the semester in at least one class, 50 percent of federal funds may need to be returned to the Department of Education.