

Late Course Withdrawal

Any student considering a course withdrawal should confer with his or her instructor and academic adviser, in order to understand his or her class standing, before withdrawing from a course. If withdrawing from all courses in a semester, please refer instead to the [Withdrawal from the University](#) or [Leave of Absence](#) policies.

Students may withdraw from a full term course prior to the end of the 12th week of classes; for an eight-week course prior to the end of the 6th week of classes; or for shorter terms per the [Registrar's Calendar](#). This may be done through the student's web account.

After the scheduled time to withdraw from a course, as outlined above, students may request a late withdrawal from their instructor. In a case where the instructor has determined that due to extenuating circumstance(s) a late withdrawal is justified, the instructor must submit this Late Course Withdrawal form to the Registrar's Office, approved and signed by both the instructor and the department chairperson. In the event that the instructor teaching the course is the department chairperson, the dean must also sign the form. At this time, the instructor will assign a grade of either "WP" (Withdrawn Passing) or "WF" (Withdrawn Failing). No late course withdrawals will be accepted after the end of classes.

Students should consult [Refund Policy](#) for the impact on charges. A student's status as full-time or part-time will not change due to course withdrawals submitted after the add/drop period for the term; however, financial aid recipients should contact the [Office of Financial Aid & Scholarships](#), as the withdrawn course(s) may reduce financial aid awards, which could result in the student owing funds to the University and/or government.

To be completed by the student:

Student ID:

Name:

Phone:

Email:

Semester & Year:

Course, Number, and Section:

Reason:

Instructor Approval

Approved WP

Approved WF

Denied

Signature _____ Date _____

Department Chair Approval *(If Department Chair is Instructor, appropriate Dean must sign)*

Signature _____ Date _____

Registrar's Office Use Only

Processed By: _____ Effective: _____ Received Date: _____