

# Policy Governing Withdrawals

"W", Withdrawal. This grade will be assigned when a student withdraws from a course with the approval of the Provost between the last day for change of schedule and one week after mid-semester grade reports have been delivered to students.

"WD", Administrative Withdrawal. This grade will be assigned when a student is withdrawn from a course by the Provost or the Vice President for Student Affairs. This grade is non-punitive and may be assigned by the appropriate official at any time during a semester or term.

"WP", Withdrawal Passing. This grade will be assigned when a student withdraws from a course for good cause past the published date with the approval of the Provost.

"WF", Withdrawal Failing. This grade will be assigned when a student withdraws from a course without good cause past the published date.

"UW", Unofficial Withdrawal. This grade will be assigned when a student begins to attend class but then ceases to attend class for three weeks consecutively without providing official notification to the College of their intent to withdraw, by completing the College Withdrawal Form. The last date of attendance as documented through attendance records submitted weekly by faculty will serve as the withdrawal date for students who unofficially withdraw.