

Withdrawal Policy

Students may withdraw from individual classes with a grade of "W" **not computed into the g.p.a.** until noon 5 p.m. on the 35th day of **Monday of the last week of** regularly scheduled classes. After that date, withdrawals from individual classes are not permitted except for medically documented ~~or other non-academic~~ emergencies.

For classes held in non-traditional **academic terms or parts of semesters** time frames, (such as summer school, **intersession, or courses starting/ending during a regular semester**) ~~for off-campus offerings,~~ students may withdraw with no academic penalty ~~one week prior to the end of the term~~ **one day prior to the end of the course**. A student who withdraws for medical reasons from the College **University after the official withdrawal date for a non-traditional term must have a letter sent to the Dean of the student's college by the student's personal physician, detailing the nature of the illness and recommending withdrawal for medical reasons.** ~~during the first half of the course, but may not withdraw during the second half of the course except for medical or other non-academic emergencies.~~

Students withdrawing from the institution should go to the Dean's Office of their respective major to initiate the college withdrawal process. *Undeclared students and special undergraduate students should report to the Dean of the College of Arts and Sciences.*

A student who withdraws, for medical reasons, from the College **University after the official withdrawal date must** ~~or from a class after the 35th day of~~ regularly scheduled classes ~~must, by noon of the last class day,~~ have a letter **or other appropriate documentation** sent to the Dean of the student's college, ~~by the student's personal physician,~~ detailing the nature of the illness and recommending withdrawal for medical reasons. ~~In extenuating circumstances not related to academic performance, the Dean may grant a withdrawal if a written request from the student is received by noon of the last class day.~~ If the Dean approves the request, the Dean will send a copy of the request or letter to the Office of Registration and all affected grades (not permanently rolled to academic history) for that semester will be noted as "W" on the student's transcript. The Dean will notify the student's faculty members of any grade changes.

The deadline to withdraw without academic penalty should not be confused with ~~any~~ **the** deadline to ~~withdraw~~ **drop a course** and receive a full or partial refund of charges. Please see the "Expenses and Financial Aid Refunds and Charge Adjustments" section of this catalog for information related to refunds and charge adjustments.

Reference 2009-2010 Catalog, page 7

Submitted to AAC, and was approved, with change as noted above 8 December 2009

Approved as amended by EPC on 10/26/10

Repeated Courses (Undergraduate Catalog 2009-10, Page 10)

~~Students may repeat courses. All enrollments and grades appear on the transcripts. For the first five repeats, the most recent grade will replace the original in grade point average calculations. After the fifth repeat, both the original and repeated grade will be included in grade point average calculations~~

Students may take the same class more than one time. All enrollments and grades will appear on the transcript and be utilized in the calculation of the student's GPA. However, a student who passes a course may only receive credit one time as part of the degree requirements. credit towards degree requirements will only be given for the first time the course is passed. Courses which are approved for multiple enrollments may have all credits counted toward degree requirements.

Reference 2009-2010 Catalog, page 10

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