

Policy Number	108.003
Policy Title	WITHDRAWAL POLICY
Responsible Officers	University Registrar
Responsible Offices	Office of the University Registrar
Summary	The following policy outlines procedures for student withdrawal from courses after the published drop/add date.
Definitions	<p>Drop: Any drop of the course prior to the published add/drop date of a class.</p> <p>Withdrawal: Any drop of the course after the published add/drop date of a class using the online form provided.</p> <p>End of Drop/Add: 11:59:59 pm ET of the first Monday of the course for fall and spring sixteen week terms, the first Friday for eight-week sub terms and the first day for one week intensives. For non-standard calendar courses, 11:59:59 pm ET of the first day of class (add) and the end of week one of the course (drop).</p> <p>Drop or Withdrawal Date:</p> <p style="text-align: right;">your official request by</p> <p>email or voicemail.</p>

and may be postponed to the next consecutive cohort (excluding students that have an approved disability accommodation by the Academic Success Center). Administrative withdrawal will be initiated by the institution for non-participation (two weeks of inactivity on course no submitted assignment/quiz/discussion forum); dates above apply for the grade assignment.

Medical or Compassionate Withdrawal:

