

# Academic Policies and Regulations: Registration, Grading and Cumulative Performance

---

## Withdrawal from a Course

---

Students may withdraw from a course during the withdrawal period. During a 6 or 8- week course, the withdrawal period begins on the Monday of the second week and ends on the last day of classes. Students who wish to withdraw must fill out a Withdrawal Form. A grade of “WA” or “UF” will be recorded for students that must be administratively withdrawn.

Withdrawals will be processed on the following schedule:

**Week 1: Add/Drop** is in effect.

**Weeks 2 – 8: Withdrawal**

Students have the option to withdraw by completing a withdrawal form where a “W” will be issued. A grade of “WA” will be issued to all students who are administratively withdrawn in weeks 2-4. A grade of “UF” (unearned F) will be recorded for students who are administratively withdrawn in weeks 5-8. The student can petition an instructor to change the “UF” to a “WF.” The “UF” must be cleared by the last day of the mod in which it is recorded.

\* Semester-long courses will follow the traditional undergraduate (day) withdrawal policy. See the Traditional Undergraduate Program Catalog.