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## Policy AC046: Course Withdrawal

Recommended for Approval by:

A handwritten signature in blue ink, appearing to read "Scott E. Miller", written over a horizontal line.

Dr. Scott E. Miller, VP for Academic Affairs and Provost,  
Pennsylvania Western University

Approved by:

A handwritten signature in blue ink, appearing to read "Dale-Elizabeth Pehrsson", written over a horizontal line.

Dr. Dale-Elizabeth Pehrsson, President,  
Pennsylvania Western University

**Effective Date:** 07/01/2022

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### A. Intent

To provide information regarding the process and implications for withdrawal from individual classes at Pennsylvania Western University.

### B. Definition(s)

Not Applicable.

### C. Policy

Students may withdraw from individual courses through the tenth week of the fall or spring semesters. For sessions with special start and end dates, summer, and winter sessions, the withdrawal date deadline will be published and available on the PennWest webpage or through the Office of the Registrar. A withdrawal beyond this deadline for extenuating circumstances (e.g., illness, family tragedy) will require approval by the academic dean; failing or performing poorly in a course does not constitute an extenuating circumstance.

Course withdrawals will be recorded as "W" grades on the student's transcript.

Ceasing to attend class does not constitute an official withdrawal from the course. The student must follow the procedure outlined in this policy to enact a course withdrawal.

Any student who is receiving federal financial aid should be aware that withdrawing from one or more courses may affect their full-time status at the University and impact their eligibility for financial aid. It is highly recommended that students seek the advice of their academic advisor, course instructors, financial aid advisor, and other appropriate University staff prior to making the decision to withdraw from a course.

Students may Drop a course from their schedule during the Add-Drop period, which extends through the eighth calendar day of the semester, excluding holidays and when the University is closed. For non-traditional terms (i.e., winter session; summer sessions; sessions within a semester), this period will cover 8.57 percent of the class days. Dropping a course during this period is not considered a Withdrawal, incurs no penalty and does not appear on the transcript.

#### **D. Procedure(s)**

1. The student may withdraw from a course through the PennWest self-service portal. This action must occur before the end of the tenth week of a regular semester, or by the posted date for special terms.
2. The Office of the Registrar will update the student record to reflect the withdrawal.
3. A course withdrawal beyond the deadline may be requested to the academic dean for extenuating circumstances (e.g., illness, family tragedy) up through the last instructional day of the semester or term. Such requests must be made in writing to the academic dean over the student's program and include an explanation as to why the withdrawal did not occur by the deadline, and documentation of the extenuating circumstance(s). For dual-enrollment students and those without a declared major, such requests should be made to the academic dean responsible for the course.

#### **E. Related policies**

Academic Standing – Graduate Students (AC007)

Academic Standing – Undergraduate Students (AC006)

Add-Drop Policy (AC036)

Class Standing Policy (AC052)

Incomplete Grade Policy (AC020)

Repeating a Course Policy (AC032)

University Withdrawal Policy (AC035)

#### **F. Contact Information**

For additional information, please contact the Office of the Registrar or the Office of the Dean for the relevant college.

#### **G. Policy Review Schedule**

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.