

VOLUNTARY WITHDRAWAL

Once students have completed the registration process, they may withdraw only by submitting a written, signed notice to the Registrar. This can be done using a drop/add card or by downloading the Intent to Withdraw form from the Registrar's web page. Failure to withdraw may result in the student receiving failing grades and being ineligible for any refund of fees.

Students who withdraw from school on or before the last day of registration will receive no grade. Those who withdraw after this date through midterm will receive a grade of "W" no penalty against GPA; "WP" if they are passing after midterm; "WF" if they are failing after midterm.

Students who stop attending classes are subject to administrative withdrawal by the Provost's office. They should expect to receive a "W", "WP" or "WF", depending on whether students were passing or failing the course at the time of the withdrawal and remain responsible for all charges on their account.