



**Policy Title: Course Withdrawal Policy**

**Parent Policy:** Grading, Progression, and Academic Standing Policy

**Policy Administrator:** University Registrar

**Approving Body:** Senate

**Approval History:** May 3, 2022; Motion #2021/22—027

December 3, 2013; Motion #2013/14—014

Academic Council Motion (November 18, 1982)

**Effective Date:** September 2022

**Purpose:**

The objectives of this policy are:

- To determine the academic standing of students who withdraw from courses after the add/drop deadline.
- To indicate on the student's permanent record (transcript) that a course or courses were attempted but not completed.

**Scope of this Policy:**

Undergraduate and Graduate students

**Policy Statement:**

Students may withdraw for any reason from a course after the add/drop deadline and before the end of the sixth week. Withdrawal after six weeks or equivalent, is not permitted except in severe extenuating circumstances, and requires the approval of the Registrar. In both cases, students will receive a grade of W (Withdrawn) on the permanent record. The W is not counted towards the grade point average.

Withdrawal from a course is not permitted after the eleventh week of classes in a semester, but students may qualify for an Incomplete Grade Contract (see policy).

**Definitions:** None

**Procedures:** None

**Child Policies:** None

**Other Related Policies:** Incomplete Grade Policy