WITHDRAWING FROM A COURSE POLICY

1. Students may withdraw from a course by sending Registry Services a completed course withdrawal form, signed by their advisor.

2. Withdrawal is only permitted from the end of the official add/drop period and until the last day to withdraw (see Academic Calendar, Course Scheduling and Timetabling), and on the condition that the student remains compliant with the terms of their immigration status.

3. When a student withdraws from a course the grade of W will be entered on the academic transcript. A grade of W is not counted in the Grade Point Average.

4. Students enrolled on the Internship Programme who terminate their internship before the end of the placement, are not permitted to officially withdraw, and a failing grade is recorded for the entire internship, unless there are evidenced mitigating circumstances.

5. In cases where a failing grade is assigned because of academic misconduct the student may not withdraw from the course; the Repeating a Course Policy applies.

6. Students petitioning to late withdraw from a course should note that a grade cannot be changed a year or more after it has been submitted. No late withdrawals will be approved if the grade is D- or above.

7. A student may only withdraw from a course five times.

8. A student may not withdraw from a course which has had a failing grade appeal denied (see Academic Appeals Policy: Attendance Failures).

VERSION MANAGEMENT

Responsible Department: Registry Services			
Approving body: Academic Board			
Version no.	**Key Changes**	**Date of approval**	**Date of effect**
001		24 July 2018	28 August 2018
002	Added point re: students unable to withdraw from a course which has had an FA appeal denied.	25 June 2020	11 August 2020
003	Added point stating that grades cannot be changed a year or more after submission.	July 2020	
004	Added point re: students petitioning and grade changes.	August 2020	
005	Removed references to F grades.	August 2021	30 August 2021
006	Added that late withdrawals will not be processed for grades of D- or above.	May 2022	01 September 2022
		Restricted access? *Tick as appropriate* ☐ **Yes** ☒ **No**	