

WITHDRAWAL FROM A COURSE

Approved by the Faculty Senate in Spring 2019

Regular Withdrawal

Students can drop courses through the fifth class day of the term (Fall/Spring 15-week courses) or through the second class day of the term (Summer sessions I and II, Fall/Spring 7-week courses, J-term). If a course is dropped during these periods, no record of registration in the course will appear on the student's academic record. However, tuition charges may still apply. Students should refer to the university's refund policies (<https://www.qu.edu/one-stop-student-administrative-services/managing-student-finances/policy-information/withdrawal-and-refund-policies/>) for more information.

Dropping a course after the add/drop period has ended is considered a course withdrawal. A student may withdraw from a course offered in a traditional semester (15-week) format up to the end of the 10th week of classes. For courses offered during the summer or in accelerated or other nontraditional formats, the withdrawal period extends up to the completion of 60 percent of the scheduled class sessions. Course withdrawals after the end of add/drop period are considered "attempted but not completed" course credits and are noted on a student's transcript with a non-punitive grade of W, which is not included in GPA calculations.

For *full-time undergraduate students*, in accordance with the undergraduate refund policy (<https://www.qu.edu/one-stop-student-administrative-services/managing-student-finances/policy-information/withdrawal-and-refund-policies/?contentTab=tab-16168>), there is **no tuition refund** in any circumstance for course withdrawals after add/drop period. *Graduate and part-time students* should refer to the university website for the graduate and part-time refund policy (<https://www.qu.edu/one-stop-student-administrative-services/managing-student-finances/policy-information/withdrawal-and-refund-policies/?contentTab=tab-16169>).

Course withdrawal also may impact a student's satisfactory academic progress and financial aid eligibility.

Late Withdrawal

Students are expected to know when the last day to drop a class is and govern themselves accordingly. A late withdrawal may be granted only when a student has experienced circumstances of such serious and compelling nature that the student could not reasonably have been expected to satisfactorily complete the academic period or submit a petition for regular withdrawal by the deadline specified in this policy and on the Academic Calendar (<http://catalog.qu.edu/general-information/academic-calendar/>). Such serious and compelling circumstances may include (but are not limited to) hospitalization, debilitating mental illness or equivalent distress.

Following the regular withdrawal deadline, until the last day of classes but before the course grade has been conferred, students may request a **late withdrawal** by contacting the dean (or designee) of the student's home school. The request must be accompanied by appropriate documentation to substantiate the student's reasons for seeking late withdrawal. If the request is approved, the dean (or designee) will notify the instructor, contact the Office of the Registrar to process the late withdrawal and the student will receive a non-punitive grade of "W" in the

course. The decision of the dean (or designee) regarding late withdrawals is final. There is **no tuition refund** in any circumstance for late course withdrawals.

Exceptional Circumstances

In the event a student experiences circumstances of such serious and compelling nature that the student could not reasonably have been expected to complete the final exam period or submit a petition for regular or late withdrawal by the deadlines specified in this policy and on the Academic Calendar (<http://catalog.qu.edu/general-information/academic-calendar/>), the student may submit a variant procedure (<http://catalog.qu.edu/university-policies/variant-procedure-policy/>) request to seek a non-punitive "W" in a course.

The variant procedure must be accompanied by appropriate documentation to substantiate the student's reasons for seeking the course withdrawal. The deadlines for submitting this variant procedure request are February 1 for the immediately preceding Fall semester, March 1 for the immediately preceding J-term, July 1 for the immediately preceding Spring semester, and October 1 for the immediately preceding Summer session(s). Once a degree has been conferred, no retroactive course withdrawals are permissible. Petitions submitted after the deadlines may be summarily denied for untimeliness. If the request is approved, the vice president of academic innovation & effectiveness will notify the instructor and contact the Office of the Registrar to process the withdrawal so that the student receives a non-punitive grade of "W" in the course. The decision of the vice president of academic innovation and effectiveness regarding course withdrawals is final. There is **no tuition refund** in any circumstance for late course withdrawals.

Summary of Course Withdrawal Deadlines

See the Academic Calendar (<http://catalog.qu.edu/general-information/academic-calendar/>) to determine the exact date of the add/drop and withdrawal deadlines. All forms/requests must be submitted by 11:59 p.m. on the deadline date.

Term	Add/Drop Deadline	Regular Withdrawal Deadline
Fall (15-week courses)	End of 5th class day of the semester	End of 10th week of classes (Friday)
Fall (7-week courses)	End of 2nd class day of the semester	End of 4th week of classes (Friday)
J-Term	End of 2nd class day of the term	After 60% of classes
Spring (15-week courses)	End of 5th class day of the semester	End of 10th week of classes (Friday)
Spring (7-week courses)	End of 2nd class day of the semester	End of 4th week of classes (Friday)
Summer I and II	End of 2nd class day of the session	After 60% of classes, e.g., end of 3rd week of classes for 5-week courses; end of 4th week of classes for 7-week courses (Friday).
Courses in accelerated & nontraditional formats	End of 2nd day after course start	After 60% of classes