Withdraw from the University (V)

An individual will be withdrawn from the university if they drop prior to the second block of classes held during that semester. If the withdrawal occurs during the first three weeks of the first block of the semester, all courses are “dropped” and will be removed from the transcript. No grades will be assigned. If the withdraw occurs during the first block but after the first three weeks the student will be withdrawn from the courses and grades of W or F will appear on the transcript. A notice of withdrawal form may be used for this purpose and individual classes do not have to be detailed on an add/drop form.

If the student completes the first block of courses and then subsequently is either dismissed or chooses not to continue in the remaining enrollment blocks, the student will not be withdrawn from the university but instead will be either dropped or withdrawn from individual courses depending on when during the block the student chooses to drop.

Example 1:
Student A completes Block 1 and is dismissed from the university. The courses from Block 1 will remain on the transcript with grades but the student will be dropped from all subsequent terms since the student never attended those courses. The courses for the remaining blocks will be removed from her record, i.e. dropped.

Example 2:
Student B completes Block 1 and in the fourth week of Block 2 becomes ill and needs to withdraw. The courses from Block 1 will be posted with the grades she earned. The courses from Block 2 will also remain on the transcript with grades of either W or F.

Example 3:
Student C does not enroll in any courses for Block 1. During the first week of the second block the student decides to withdraw. The student would be withdrawn from the university and because the withdraw occurred within the first three weeks of the first block in which she was enrolled the courses would be dropped and therefore be removed from the transcript.