

**UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING**

**ACADEMIC POLICIES AND PROCEDURES FOR THE
UNDERGRADUATE AND GRADUATE PROGRAMS**

TITLE OF POLICY: COURSE WITHDRAWAL

ORIGINAL DATE: SEPTEMBER 1995

LAST REVIEWED/REVISED: OCTOBER 2004

POLICY: This policy should be followed to withdraw from one or more courses but not all courses a student is registered for after the add/drop period ends. Withdrawal from all courses is considered a resignation. Students wishing to resign after the deadline (Refer to Policy 310) must withdraw from each course.

A student may withdraw from a course after the end of the add/drop period and prior to the end of the ninth week of the term (fourth week of the session). After the ninth week of the term (fourth week of a session), a student will be permitted to withdraw from a course or from all courses only in extraordinary circumstances and with permission of the Dean or Designee of the School of Nursing for a nursing course or the dean's office of the school offering the course.

- PROCEDURE:**
1. Students are encouraged to meet with their instructor and academic advisor to discuss an alternative to withdrawal.
 2. When a decision has been made to withdraw from a course(s), after the add/drop period and prior to the end of the ninth week of the term (fourth week of the session), the student completes a Monitored Withdrawal Request Form from the School of Nursing Student Services for each course, obtains the instructor's signature, and submits the completed form(s) to Student Services for nursing courses or to the dean's office of the school offering the course.
 3. Students are to be reminded that there is no financial adjustment associated with this procedure.
 4. Student Services or the dean's office of the school offering the course will forward the original (white) copy to the Office of the Registrar, issue the pink copy to the student and retain the yellow copy. This permits the Registrar's Office to assign the W grade to the appropriate course.

5. After the deadline for submitting a Monitored Withdrawal Request Form a student who needs to withdraw from an individual course or from all courses due to extraordinary circumstances must submit an appeal for Late Withdrawal Form to Student Services. A student may be asked to submit documents to verify the circumstances of the late withdrawal. Approval must be given by the Dean or Designee.
6. Instructors will not have the option to issue a W grade nor will the W grade appear as a grade selection on grade rosters. The Instructor Verification Report will identify students with W grades as submitted by the School.

Refer to University Policy 09-01-07

Approved by Total Faculty: 05/91

Revised 98-99

Revisions Approved by Faculty 1/99

Reviewed: 10/04

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