

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: MARCH 2013

POLICY: [See University Policy 09-01-07](#)

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 Affairs and Alumni Relations Office 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. The Student Affairs and Alumni Relations Office or the dean's office of the school offering the course will forward the original form to the Office of the Registrar, and retain a copy for the student's file. 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 Affairs and Alumni Relations Office. 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,
Revisions Approved by Faculty 98-99, 12-131/99, 03/13
Reviewed: 10/04, 12-13