



Health Sciences
School of Nursing

ACADEMIC POLICIES AND PROCEDURES FOR THE UNDERGRADUATE AND GRADUATE PROGRAMS

Course Withdrawal

Date Effective	September 1995
Date Reviewed / Revised	April 2025
Program Level	General

POLICY:

See the University's [Academic Regulation on Course Withdrawal](#).

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 Center for Student Success for each course, obtains the instructor's signature, and submits the completed form(s) to the Center for Student Success 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 Center for Student Success 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 procedure 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 has passed, 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 the Center for Student Success. 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.

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.

APPROVAL & REVISION HISTORY

Approved by Total Faculty: 05/91

Revisions Approved by Faculty 98-99, 1/99, 12-13, 03/13

Reviewed: 10/04, 12-13, 18-19, 10/22, 04/25