

Policy Number/Title:	2.3.1.16 Withdrawal from Winthrop University
Effective Since:	04/20/2021
Last Revision Approved:	04/20/2021
Responsible Office:	Faculty Conference; Academic Affairs

1. Scope:

This policy applies to all students.

2. Definitions:

This section was intentionally left blank.

3. Policy:

Students who find it necessary to discontinue their college work during a semester or summer session should officially withdraw from the University. A student who withdraws before the course withdrawal date of the semester receives grades of N for all courses. If the student stops attending after the withdrawal date of the semester, the student receives grades of F, U, or I, as the individual instructors deem appropriate.

A student may withdraw after the course withdrawal deadline with documented extenuating circumstances. Such circumstances include the following:

death of an immediate family member;

traumatic and unforeseen circumstances which are considered beyond a student's control;

prolonged emotional instability, physical injury or illness which has resulted in the student's inability to complete academic responsibilities;

or a change in nonacademic employment beyond the student's control.

Documentation of such circumstances must be definitive and must be submitted along with a request for withdrawal with the assignment of an N grade to the Registrar or his designee no later than the last day of classes for the semester in question. Failure to



withdraw officially may seriously affect a student's eligibility for future readmission or for transfer to another institution. Documentation is required for students withdrawing after the deadline.

4. Procedures:

Undergraduate students who wish to initiate the withdrawal process should obtain and submit a Withdrawal from the University form. If the student has received Financial Aid, the student should contact the Financial Aid Office for a signature in order that they may understand any implications for withdrawing. The student is also asked to contact the Office of Student Financial Services for financial information and to obtain a representative's signature as well.

5. Resources:

This section was intentionally left blank.

6. History of Revisions:

04/20/2021	Minor Revisions
09/01/2018	Minor Revisions
05/01/2015	Policy first established

7. Approvals:

Responsible Officer Signature/Date:

Vice President/Senior Administrator Signature/Date:

President Signature/Date: