

Competency-Based Education (CBE) Course Withdrawal Policy

Students are expected to follow the courses of study selected at the beginning of the subscription period. There may be instances, however, when the student wishes to withdraw from a course. The decision to withdraw from a course is the student's alone, but consultation with the advisor or learning coach is required.

Students may not withdraw from a course for which they have already taken the final assessment.

Withdrawal from a course may not occur after 66% of the subscription period of the course have been completed, unless documented extenuating circumstances should warrant withdrawal from the course with the assignment of an N grade. Documented extenuating 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 presented along with a request for withdrawal with the assignment of an N grade to the Registrar no later than the last day of classes for the course in question.

Procedures:

Students must request a withdrawal from a course from the academic advisor or learning coach. If the withdrawal from a course is completed during the first 66% of the subscription period, the grade of N is assigned, indicating that no credit is awarded.

Policy Title:

Withdrawal from Winthrop University for Students Enrolled in Competency-Based Education Programs

Policy Statement:

Students who find it necessary to discontinue their college work during a subscription period should officially withdraw from the University.

Administrative Division:

Academic Affairs

Effective Date:

Spring 2025

Full Policy:

A student who withdraws from the University before 66% of the subscription period receives grades of N for all courses not already completed. A student may not withdraw from any course for which they have already taken the final assessment. However, a student may withdraw after the 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 presented 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 the subscription period in question. Failure to withdraw officially may seriously affect a student's eligibility for future readmission or for transfer to another institution.

Procedures:

Students who wish to initiate the withdrawal process must complete a Withdrawal From the University form found on the Records and Registration website under "online forms."

Internal control considerations, if applicable:

Documentation is required for students withdrawing after the deadline.

Policy Authors(s):

Academic Council

Review Date:

Month and date of review will be three years from date of adoption unless otherwise specified.

Responsible Party for Review:

Academic Council