



## **Kutztown University Policy ACA-011**

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### **Course Withdrawals**

#### **A. Purpose**

The purpose of this policy is to describe the standards for assigning, or not assigning, an indicator of withdrawal when an undergraduate student withdraws from a course.

#### **B. Scope**

This policy applies to all undergraduate students who withdraw from a course.

#### **C. Key words and phrases:**

GPA – Stands for grade point average; formerly QPA for quality point average.

W – Withdrawn; there is no effect on the GPA.

#### **D. Policy & Procedure(s)**

When a student registers for classes, the student is responsible for those classes. To be relieved of this responsibility, the student must officially withdraw from those classes through the Registrar's Office. Failure to withdraw from a class for which a student registered, but is not attending, will result in a grade of "F" for that course.

Courses dropped during the first week of the semester will not be recorded on the student's permanent transcript unless the student withdraws from all his/her classes, in which case a grade of "W" will be awarded. Students may withdraw from a single course or a full semester of classes with a grade of "W" between the second and tenth week of the semester. After the tenth week of the semester and through the last day of classes, a student who officially withdraws will receive a grade determined by the instructor.

The latest date for withdrawal from individual courses in a Summer Session will be published prior to the beginning of the specific session.

#### **E. Effective Date**

Fall Semester 2000

Policy ACA-011

**F. Approved By**

Faculty Senate – March 4, 1974

President – March 5, 1974

University Senate Revision – April 6, 2000

**G. Last Reviewed**

October, 2008

March, 2009

August, 2009

August, 2010

August, 2011

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August, 2014

August, 2015

August, 2016

August, 2017

August, 2018