



Kutztown University Policy ACA-012

University 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 or the university.

B. Scope

This policy applies to all undergraduate students who withdraw from the university.

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W – Withdrawn; there is no effect on the GPA.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

Any student dropping out of the University prior to the end of any academic term must officially withdraw. This is accomplished by completing a formal withdrawal form available in the Registrar's Office. Failure to follow this procedure when withdrawing from the University may result in failing grades in all courses being taken at the time of withdrawal. The date the Registrar is notified in writing, with the student's original signature, is the official date of withdrawal.

If the student completes the withdrawal process with the Registrar's Office prior to the two weeks before the beginning of final examinations, then the student will receive "W" grades for all courses. If the student completes the withdrawal process with the Registrar's Office within two weeks of the beginning of final examinations, then the student will receive "F" grades for all courses when withdrawing from the University.

A student who fails to formally withdraw can apply to the Undergraduate Exceptions Committee, claiming extenuating circumstances. The Undergraduate Exceptions Committee may then award the student a grade of "W" for all courses being taken when withdrawing from the University.

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E. Effective Date

Fall Semester 2000

F. Approved By

Faculty Senate – March 4, 1974

President – March 5, 1974

University Senate Revision – April 6, 2000

G. Last Reviewed

October, 2008

August, 2009

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August, 2011

August, 2012

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August, 2018

August, 2019