



Kutztown University Policy ACA-011

Course Withdrawals

A. Purpose

The purpose of this policy is to establish the criteria for assigning an indicator of withdrawal when any undergraduate student withdraws from a course.

B. Scope

This policy applies to all undergraduate students.

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W – Withdrawn; there is no effect on the GPA.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

1. When an undergraduate student registers for classes, the student commits to those classes; to be relieved of this commitment, the student must officially drop, or withdraw from, those classes through the Registrar's Office. Failure to drop, or withdraw from, a class for which a student is registered, but is not attending, will result in a final grade for that course determined by the instructor, such as "F" or "FN".
2. Courses dropped during the add-drop period of the relevant semester or session will not be recorded on the student's permanent transcript.
3. During the Fall or Spring semester, students may withdraw from one or more semester-long courses with a grade of "W" between the second and twelfth weeks of the semester. The precise timeframe will be published prior to the beginning of the specific semester.
4. During a Winter session, Summer session, or in a session during the Fall or Spring semester that is shorter than the full semester (e.g., a 7-week course), the latest date to withdraw from a course with a grade of "W" will be approximately 85% of the way through the session. This date will be determined by the Registrar's Office prior to the beginning of the specific session.

E. Effective Date

Fall 2022

Policy ACA-011

F. Approved By

Faculty Senate – March 4, 1974

President – March 5, 1974

University Senate Revision – April 6, 2000

Academic Standards and Policies Committee – May 5, 2022

University Senate – September 1, 2022

President – September 14, 2022

G. Last Reviewed

October, 2008

March, 2009

August, 2009

August, 2010

August, 2011

August, 2012

August, 2013

August, 2014

August, 2015

August, 2016

August, 2017

August, 2018

August, 2019

August, 2020

May, 2022