

## WITHDRAWAL POLICY

A student may drop from a course for any reason with no record on the student's transcript before the end of the 4th week of the term.

A student may withdraw from the 5th week of the term through the 7th week with grade of 'W' indicated on the transcript.

No withdrawals will be issued after the 7th week of the term. Instructors will issue a letter grade (A-F, or I) for all students enrolled after the 7th week. A student making adequate academic progress during the term and needing to withdraw after the 7th week may request an incomplete from the instructor.

**Wording Approved by Senate:** June 2, 2009