The new withdrawal policies as approved by Faculty Conference on November 18, 2005 and Graduate Faculty Assembly on April 21, 2006.

Withdrawal From Courses
Students are expected to follow the courses of study selected at the beginning of the semester or summer term. 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 academic dean and with the instructor is required.

Forms for withdrawing from courses after the end of the registration period are available in the Office of Records and Registration. If withdrawal is completed during the first 60% of the instructional days of a particular course, the grade of N is assigned, indicating that no credit is awarded. Withdrawal from a course may not occur after 60% of the instructional days 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 dean of enrollment management or his or her designee no later than the last day of classes for the course in question.

Complete Withdrawal from Winthrop
Students who find it necessary to discontinue their college work during a semester or summer session should officially withdraw from the University. Undergraduate students who wish to initiate the withdrawal process should go to the Office of the Dean of Enrollment Management, 102 Tillman Hall.

A student who withdraws before the course withdrawal date of the semester receives grades of N for all courses. If the student stops attending after the withdrawal date of the semester, the student receives grades of F, U, or I, as the individual instructors deem appropriate. A student may withdraw after the course 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 dean of enrollment management or his or her designee no later than the last day of classes for the semester in question.

Failure to withdraw officially may seriously affect a student’s eligibility for future readmission or for transfer to another institution.