California University of Pennsylvania

Graduate School POLICY: Withdrawal from the University

A.   Purpose & Scope
  To describe the process and procedure for graduate students to withdraw from the university

B.   Definition(s)

C.   Policy
  A graduate student who decides to withdraw from the University during any academic term, regardless of the reason, must contact Academic Records immediately. All withdrawals are governed by the following regulations:

- An honorable dismissal is granted to a student who withdraws from the University in the official manner, has met all financial obligations to the University, and has been properly cleared by the registrar.

- If the student withdraws officially before the end of the 10th week of the semester, a W grade is recorded for each course scheduled. A W grade carries no academic penalty and is not counted in the student's GPA. For an official withdrawal from a five-week session, W grades will be recorded during the first two weeks only.

- A student who withdraws officially from the University after the end of the 10th week of a semester will receive a grade in all courses per University policy.

- Leaving the University without notifying Academic Records and making an official withdrawal may result in automatic failure for all courses scheduled. It also makes the student ineligible for refund of tuition and fees and may affect academic status and financial aid. Improper withdrawals will be classified as unauthorized withdrawal and the designation UW used for all registered courses, if another grade has not already been assigned by the professor.

- Students planning on withdrawing from the University should consult with the Financial Aid Office prior to completing the withdrawal process.

D.   Procedure(s)
  A graduate student who decides to withdraw from the university during any academic term, regardless of the reason, must contact Academic Records immediately.

E.   Effective date: 2005-2006 Graduate Catalog
  Updated date: April 24, 2012
  Amended Date: January 1, 2014