



Policy AC035: University Withdrawal

Recommended for Approval by: Scott E. Miller, Senior VP for Academic Affairs and Provost

Approved by: Dale-Elizabeth Pehrsson, President

Effective Date: 07/01/2022

A. Intent

To provide information regarding the process and implications for withdrawal from all classes at Pennsylvania Western University in a given semester.

B. Definition(s)

None.

C. Policy

Students seeking to withdraw from ALL courses should carefully consider such an important decision and its impact on their academic career and financial status.

Students may withdraw from the University through the tenth week of the Fall or Spring semesters. For sessions with special start and end dates, Summer, and Winter sessions, the withdrawal date deadline will be published and available on the PennWest webpage or through the Office of the Registrar. A withdrawal beyond this deadline for extenuating circumstances (e.g., illness, family tragedy) will require approval by the academic dean; failing or performing poorly in courses does not constitute an extenuating circumstance.

If a University Withdrawal Form is not received by the deadline, a failing grade may be recorded for the affected course(s). Ceasing to attend classes does not constitute an official university withdrawal. The student must officially withdraw from the University.

The Office of the Registrar will update student records to reflect the withdrawal and provide a periodic report to all relevant university offices identifying students who have processed a total withdrawal.

Any student who is receiving federal financial aid should be aware that a total withdrawal will likely result in their financial aid being adjusted and reduced. This may result in owing payment to the University and possibly reducing future eligibility for financial aid. Students should contact the Financial Aid Office prior to making a university withdrawal decision.

If applicable, any **residential student** who withdraws from the university must inform the Office of Residence Life and Housing within 24 hours of their withdrawal action. The student will be required to sign out of their residence hall and turn in their room key within 24 to 48 hours after withdrawal from the university.

It is highly recommended that students seek the advice of their academic advisor, course instructors, financial aid advisor, and other appropriate university staff prior to making the decision to withdraw from the university.

D. Procedure(s)

1. The student may withdraw from all courses by either indicating a university withdrawal (i.e., withdrawal from all courses) through the PennWest self-service portal, or by completing the University Withdrawal Form and submitting it to the Office of the Registrar. This action must occur before the end of the tenth week of a regular semester, or by the posted date for special terms.
2. For an on-campus residential student, the student shall notify the Office of Residence Life and Housing of their withdrawal within 24 hours of taking this action. The student will have 24-48 hours to remove their items from the residence hall.
3. The Office of the Registrar will update the student record to reflect the withdrawal and notify relevant university offices.
4. A university withdrawal beyond the deadline may be requested to the academic dean for extenuating circumstances (e.g., illness, family tragedy) up through the last instructional day of the semester or term. Such requests must be made in writing to the academic dean over the student's program and include an explanation as to why the withdrawal did not occur by the deadline, and documentation of the extenuating circumstance(s). For dual-enrollment students and those without a declared major, such requests should be made to the Dean of the College of Arts and Humanities.

E. Related policies

Course Withdrawal Policy (AC046)

Fresh Start Policy (AC008)

Incomplete Grade Policy (AC020)

Readmission Policy (AC049)

F. Contact Information

For additional information, please contact the Office of the Registrar or the Office of the Dean for the relevant college.

G. Policy Review Schedule

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.