Individual Class Withdrawal Policy

Date Effective: Fall, 2014
Issued By: Faculty Senate
Contact: Registrar's Office, 814-393-2229

Purpose:
This policy is to describe the process and procedure for making a class withdrawal for a course on an academic course schedule.

Policy:
An undergraduate student is permitted five individual course withdrawals at Clarion University, which are recorded with a grade of W. Exceptions may be made for withdrawals due to documented extenuating circumstances with approval of the instructor, advisor, and dean of the student's program.

All class withdrawals must be submitted online through the student's MyClarion Student Center before the end of the class withdrawal period. If a withdrawal is not submitted online within the designated class withdrawal period, a failing grade may be recorded for the affected course(s). Classes a student drops during the period of drop/add will not appear on the student's record. Course withdrawals may be made between the second and tenth weeks of a regular semester or by the dates listed on the Registrar's calendar page for winter and summer sessions. Appeals for a late course withdrawal may be made by students to the Registrar for withdrawals due to documented extenuating circumstances such as illness or some other unavoidable occurrence. These appeals must be submitted in writing prior to the last day of classes and require approval of the instructor, advisor, and dean of the student's program.

Ceasing to attend class does not constitute an official withdrawal. Students must officially withdraw from the course.

Procedures:
a.   Class withdrawals are to be processed online by the student through their MyClarion Student Center from the Drop tab before the end of the class withdrawal period. The class withdrawal deadline can be found at: http://clarion.edu/academics/registrars-office/for-students/important-dates-and-deadlines.html.
b.   Students are strongly encouraged to see their advisor before withdrawing from a course.