

University 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 students to withdraw from the university.

Policy:

Students may withdraw from the university (all courses) through the last day of classes by notifying the Office of the Registrar in writing of his or her intention to withdraw and the reason for withdrawal. University withdrawals, which are recorded with grades of WX, are not included in the limit of five individual course withdrawals. If a withdrawal is not made 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. Students must officially withdraw from the university.**

Appeals to this procedure must be submitted by the student in writing to the Registrar no later than 30 days following the end of the semester for which the student is submitting the withdrawal. Appeals require review and approval by the Office of Academic Affairs.

Contact Student Financial Services for financial implications of withdrawal.

Procedures:

a. University withdraw forms may be found in the Office of the Registrar or online at:

<http://www.clarion.edu/registrar/forms>

b. University withdraw forms must be turned to the Office of the Registrar no later than the last day of classes before the beginning of finals week.