

WITHDRAWING FROM A COURSE POLICY

1. Students may withdraw from a course by sending Registry Services a completed course withdrawal form, signed by their advisor.
2. Withdrawal is only permitted from the end of the official add/drop period and until the last day to withdraw (see [Academic Calendar, Course Scheduling and Timetabling](#)), and on the condition that the student remains compliant with the terms of their immigration status.
3. When a student withdraws from a course the grade of W will be entered on the academic transcript. A grade of W is not counted in the Grade Point Average.
4. Students enrolled on the Internship Programme who terminate their internship before the end of the placement, are not permitted to officially withdraw, and a grade of "F" is recorded for the entire internship, unless there are evidenced mitigating circumstances.
5. In cases where a grade of F is assigned because of academic misconduct the student may not withdraw from the course; the [Repeating a Course Policy](#) applies.
6. Students petitioning to late withdraw from a course should note that a grade cannot be changed a year or more after it has been submitted.
7. A student may only withdraw from a course five times.
8. A student may not withdraw from a course which has had an FA appeal denied (see [Academic Appeals Policy: Attendance Failures](#)).

VERSION MANAGEMENT

Responsible Department: Registry Services			
Approving body: Academic Board			
Version no.	Key Changes	Date of approval	Date of effect
001		24 July 2018	28 August 2018
002	Added point re: students unable to withdraw from a course which has had an FA appeal denied.	25 June 2020	11 August 2020
003	Added point stating that grades cannot be changed a year or more after submission.	July 2020	
004	Added point re: students petitioning and grade changes.	August 2020	
		Restricted access? Tick as appropriate <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	