Kutztown University Policy ACA-011

Course Withdrawals

A. Purpose

The purpose of this policy is to describe the standards for assigning, or not assigning, an indicator of withdrawal when an undergraduate student withdraws from a course.

B. Scope

This policy applies to all undergraduate students who withdraw from a course.

C. Key words and phrases:

GPA – Stands for grade point average; formerly QPA for quality point average.

WF – Withdrawn failing; GPA calculated as if student received an "F." This grade will not be assigned after Fall 2009.

W – Withdrawn; there is no effect on the GPA.

D. Policy & Procedure(s)

When a student registers for classes, the student is responsible for those classes. To be relieved of this responsibility, the student must officially withdraw from those classes through the Registrar's Office. Failure to withdraw from a class for which a student registered, but is not attending, will result in a grade of "F" for that course.

Courses dropped during the first week of the semester will not be recorded on the student's permanent transcript unless the student withdraws from all his/her classes, in which case a grade of "W" will be awarded. Students may withdraw from a single course or a full semester of classes with a grade of "W" between the second and tenth week of the semester. After the tenth week of the semester and through the last day of classes, a student who officially withdraws will receive a grade determined by the instructor.

The latest date for withdrawal from individual courses in a Summer Session will be published prior to the beginning of the specific session.

E. Effective Date

Fall Semester 2000

F. Approved By

Faculty Senate – March 4, 1974
President – March 5, 1974
University Senate Revision – April 6, 2000

G. Last Reviewed

October, 2008
March, 2009
August, 2009
August, 2010
August, 2011
August, 2012
August, 2013
August, 2014