

# Academic Policies and Regulations: Registration, Grading and Cumulative Performance

---

## Withdrawal from a Course

---

Students may withdraw from a course during the withdrawal period. Students who wish to withdraw must fill out a Withdrawal or a WP/WF Form. A grade of “WA” or “UF” will be recorded for students that must be administratively withdrawn.

Withdrawals will be processed on the following schedule:

**Weeks 1–2: Add/Drop** is in effect.

**Weeks 3 – Midterm: Withdrawal**

Students have the option to withdraw by completing a withdrawal form where a “W” will be issued. A grade of “WA” will be issued to all students who are administratively withdrawn.

**Midterm - Friday Before the Last Week of Class: Withdrawal**

Students have the option to withdraw voluntarily by using the WP/WF form. A grade of “UF” (un-earned F) will be recorded for students who are administratively withdrawn. The student can petition an instructor to change the “UF” to a “WP or WF.” The “UF” must be cleared by the last day of the semester in which it is recorded.