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## COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

### **Withdrawal from University Policy**

#### **Policy Number [X-XX]**

Commonwealth University of Pennsylvania

Approved by University Senate, [Date of Approval]

Revised [Date of Revision]

Responsible Office: Academic Affairs

#### **1. Purpose**

Commonwealth University recognizes that students may need to discontinue their education for a variety of reasons. Therefore, the University has established a withdrawal from university policy to allow students to leave the institution.

#### **2. Scope**

All Commonwealth University of Pennsylvania students.

#### **3. Definitions, Roles and Responsibilities**

- 3.1.1. **University Withdrawal:** A university withdrawal occurs when a student withdraws from all classes within a current and any future (if applicable) semester because they do not plan to return to the University or do not have an approved Leave of Absence.

##### **Roles and Responsibilities**

Academic Affairs; Registrar's Office; Office of the Provost

#### **4. Policy**

- 4.1. Students may withdraw from the University during the semester; the grade of W is recorded for each course on the student's schedule if the withdrawal occurs prior to the beginning of the final exam period.
- 4.2. The Registrar will reach out to faculty to determine the last date of attendance which will be used to determine the withdrawal date. This date will be used to calculate any



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refunds of charges (if applicable) based upon the refund schedule. It will also be used to determine any adjustments to Federal Student Aid.

- 4.3. The Registrar communicates the official withdrawal date with the student.

## 5. Procedures, Standards, and Guidelines

## 6. Compliance and Enforcement

- 6.1 This policy will be reviewed every five years by the responsible Senate Committee

## 7. Additional Information

### 7.1 Supporting Documents

- 4.3.1. [Include title of supporting documentation here.] [Link]

### 7.2 History

- 7.2.1 Dr. James K. Krause, Interim Vice President and Provost for Academic Affairs

- 7.2.2 Effective Date – Fall 2017

- 7.2.3 Revised - Approved by CCAA, March 31, 1982. Accepted by Representative Assemble, 5/5/82. Amended at BUCC 4/26/95. Presented at the University Forum September 20, 1995. Revised by BUCC 11/16/2016. Presented to University Forum 12/7/2016.

### 7.3 Related Policies - [Reference related policies]

### 7.4 Contacts for Additional Information and Reporting

Office of the Provost  
Commonwealth University  
viceprovost@commonwealthu.edu  
570-389-3803