

Cheyney University Policy Number AA-2010-1007

Policy on Class Withdrawal

Approved by: President's Cabinet/ Academic Affairs Council

History: Revised - 2-17-2009

Additional History - n/a

Related Policies: n/a

Additional References: n/a

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 or the university.

B. Scope

This policy applies to all undergraduate students who withdraw from the university.

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- WF – Withdrawn failing; GPA calculated as if student received an "F".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 no longer exist as of Fall Semester 2009.
- W – Withdrawn; there is no effect on the GPA.
- AW- Students that have not attended at least one class by the third week of classes, and have not contacted the instructor by that time are subject to an administrative withdrawal. An administrative withdrawal will result in an "AW" appearing on the student's transcript.

D. Policy & Procedure(s)

Any student dropping out of the university prior to the end of any academic term must officially withdraw. This is accomplished by completing formal withdrawal forms available in the Registrar's Office. Failure to follow this procedure when withdrawing from the university may result in failing grades in all courses being taken at the time of withdrawal. The date the Registrar is notified in writing, with the student's original signature, is the official date of withdrawal.

By applying to the Appeals Committee a student may claim extenuating circumstances. The Appeals Committee may then award the student a grade of "W" for all courses being taken when withdrawing from the university.