

# Withdrawal

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Officially remove all courses from schedule; student is no longer enrolled.

Students may withdraw from all courses after the start of a term or session based upon the deadline dates noted below. Once a student drops to zero credits of enrollment, the Registrar's office withdraws the student from the semester. Please see the Bursar's Office website for information regarding withdrawal fees and refunds.

- Regular 14-week semester long courses or longer: Students who withdraw from all courses within the first 2 weeks of the session will not receive an academic grade. Students who withdraw from all courses within the third through twelve weeks will receive an academic grade of 'W'.
- Sessions less than 14 weeks: Students who withdraw from all courses within the first week of the session will not receive an academic grade. Students who withdraw from all courses within the second week through the first half (50%) of the session will receive an academic grade of 'W'.

After the Withdrawal Deadline has passed, a student may submit a Late Withdrawal Petition for review by the Enrollment Review Committee. Petitions are only approved for extenuating circumstances with supporting documentation. If a late withdrawal is granted, students remain responsible for the tuition and fees assessed for the course as they received instruction and held a seat in the course. Courses dropped through the Late Withdrawal Petition will receive an academic grade of 'W'.

- Regular 14-week semester long courses or longer: The Late Withdrawal Petition is required within the thirteenth week through the last day of classes.
- Sessions less than 14 weeks: The Late Withdrawal Petition is required during the second half (50%) of the session.

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<sup>1</sup> A week is defined as 7 calendar days, beginning on the first day of a term or session, for the purposes of adds, drops or withdrawal deadlines.

<sup>2</sup> Tuition refunds and/or withdrawal fees vary by length of course and date of transaction. Please consult the Fee deadlines for the appropriate semester on the Bursar website for more details (<http://www.uwgb.edu/bursar/term-deadline-calendar/>). Please note that financial deadlines are different from academic deadlines.