

WITHDRAWING FROM A CLASS

Withdrawal from a Graduate Course

Graduate students are expected to follow university procedures when withdrawing from a course. An official **Withdrawal Form** must be completed and submitted to the Registrar's Office via email, in person at Hepburn Hall Room 214, or placed in the designated after-hours mail slot.

1. During the Add/Drop Period

- Students may add or drop courses through GothicNet or in person at the Registrar's Office.
- Dropped courses will not appear on the transcript.
- A 100% refund of tuition and fees will be granted for courses dropped below 12 credits.

2. After Add/Drop and Through the First Third of the Semester

- Students must complete a Withdrawal Form through GothicNet or in person at the Registrar's Office.
- Withdrawn courses will be recorded with a "W" grade on the transcript.
- A 50% refund of tuition and fees will be provided for courses dropped below 12 credits.

3. After the First Third of the Semester Until the Posted Final Withdrawal Deadline

- Students may still withdraw by submitting a Withdrawal Form through GothicNet or in person at the Registrar's Office.
- A "W" grade will be assigned.
- No tuition refund will be issued.

Withdrawal deadlines are published each semester by the Registrar and are available at: <https://www.njcu.edu/academics/academic-calendar> (<https://www.njcu.edu/academics/academic-calendar/>)

4. Late Withdrawals (After the Published Deadline)

- Late withdrawal requests may only be granted in extraordinary circumstances and require the written approval of the appropriate academic dean.
- Requests must include documentation supporting the student's inability to withdraw by the deadline.
- Approved late withdrawals will result in a "W"; otherwise, an "F" will be recorded.

5. Voluntary or Medical Withdrawal from the University

- Graduate students seeking full withdrawal from the University are encouraged to consult with the Office of Graduate Studies and their academic advisor.
- Medical withdrawals must be reported to the Dean of Students Office and will result in withdrawal from all enrolled courses, recorded as "W" grades.

6. Administrative or Non-Attendance Withdrawal

- The University may administratively withdraw students for violations of policy or prolonged non-attendance.

- Students who stop attending without formal withdrawal may receive a "WU" (Unofficial Withdrawal) or "WA" (Administrative Withdrawal), as determined by the Registrar.

7. Important Notes

- **Non-attendance does not constitute withdrawal.** Students are responsible for initiating the formal process.
- Withdrawal Forms are available on the Registrar's website and must be submitted by the published deadlines.