

WITHDRAWING FROM A CLASS

Academic Foundation and All University Requirement Courses

Students cannot withdraw from Academic Foundation Courses and All University Requirement Courses without the approval of an advisor in the University Advisement Center (UAC). To request a withdraw or switch course sections please contact the UAC (<https://www.njcu.edu/academics/academic-success-resources/university-advisement-center/>).

Withdrawing During the Academic Semester

- Students seeking to withdraw from a course during the Semester must complete an official [Withdrawal Form](#), and submit it to the Registrar's Office, either via email or in person at Hepburn Hall, Room 214.
- Withdrawn course(s) will reflect a "W" grade on the transcript. No other grade will be provided once a student files for a withdrawal.

Refunds

Students will receive a 50% refund of applicable tuition and fees for each credit below 12 credits through the first quarter of each semester. Withdrawn courses(s) after the first quarter will receive a "W" grade on the transcript and the student will not be entitled to any refund.

Final Withdrawal Dates

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

Late Withdrawal

After the withdrawal deadline, a student may no longer receive a "W" grade except in an extraordinary situation and only with the written authorization of the appropriate academic dean.

Request for appeal of the deadline must be made in writing and must be accompanied by appropriate documentation about circumstances that prevented the student from withdrawing within the required time limits. The academic dean will either grant or deny the "W" grade. See the policy on **Extended Absences**.

Voluntary Withdrawals

- It is recommended students seeking to fully withdraw contact the Dean of Students (deanofstudents@njcu.edu) for consultation prior to withdrawing.
- Students who voluntarily withdraw from the University will be automatically withdrawn from all enrolled courses.
- The Dean of Students Office will process the withdrawal.
- The withdrawal will show as a W on the student's transcript.

Medical Withdrawals

Medical withdrawal is to be reported by the student or, his/her responsible designee, to the Dean of Students Office.

- Students who medically withdraw from the University will be automatically withdrawn from all enrolled courses.

- The Dean of Students office will process the withdrawal.
- The withdrawal will show as a W on the student's transcript.

Administrative Withdrawal

The University reserves the right to administratively withdraw or deny registration to any student for reasons including, but not limited, to the following:

- The student fails to comply with institutional policies and procedures.
- A student accepts but does not enroll in classes, or attend classes, or has multiple F grades.

The Registrar's office will process the withdrawal, and the withdrawal will show as a WA on the students' transcript.

Non-Attendance Withdrawal

A student who begins the semester but stops attending or submits no assignments can be assigned a WU grade by the instructor of record. To receive a WU grade, the following must obtain:

- The student participated at least once in an academically related activity.
- The student stopped attending class after the Financial Aid certification deadline.

The withdrawal will show as a WU on the student's transcript.

Withdrawal Forms

- Download the withdraw form (https://www.njcu.edu/sites/default/files/docs/2021-10/WITHDRAWAL_REQUEST_FORM_10-4-21.pdf)