

**Committee on Educational Policy**  
**Policy on Withdrawing from a Course**

A student enrolled in a course may withdraw from the course until the end of the sixth week of instruction. Such a withdrawal will not need approval from anyone, and will be recorded on the student's transcript as a W grade.

After the end of the sixth week and until the end of the ninth week of instruction, a student may choose a NP grade in the course if they are in good academic standing. After choosing a NP grade, the student will be immediately eligible to enroll in the same course for the next term (unless they are ineligible because of some other reason such as repeated failing grades).

The registrar's office will develop procedures to implement this policy in the Academic Information System. This may include restrictions on students receiving all W/NP grades in a term, or dropping below the minimum number of credits required (especially for international students and those on financial aid), to comply with administrative policies and federal and state laws and regulations.

Emergency W grades will continue unchanged: these will require documentation (from doctors in case of a medical emergency) and approved by colleges. These W grades may be retroactive until the last day of the next term, if the instructor verifies that the student did not complete the course.

Approved by the Committee on Educational Policy on October 2, 2019.