

ST. PATRICK'S SEMINARY & UNIVERSITY

WITHDRAWAL FROM A COURSE

Procedure Title	Withdrawal from a Course
Approval Authority	Faculty Assembly
Responsible Party	Registrar
Administrative Oversight	Academic Dean

A student who wishes to withdraw from a course after the add/drop deadline and no later than the course withdrawal deadline as published on the Institutional Calendar may do so by submitting written notification to the Academic Office on or before the withdrawal deadline. Course Withdrawals are recorded on the transcript with a final grade of W, which is not used in calculating the GPA. Students who withdraw from a course after the withdrawal deadline will receive either a "WP" or a "WF" on the transcript depending on their grade at the time of withdrawal. A "WF" grade is equivalent to an "F" in the GPA calculations. Withdraw forms can be found on the Registrar's webpage.