

## Withdrawing from a Course

- **The deadline to withdraw from a course is the second Friday after mid-term reading period.** This is generally in the eighth week of the term and is published as part of the academic calendar. Instructors should be aware of this deadline as they schedule exams and other assessments. Advisors with students in difficulty should be aware of this deadline as an important decision date.
- **A student may withdraw from a course if the student has attended the course *after* registration for the term has closed and stopped attending *on or before* the withdrawal deadline.** Presence in the classroom, participation in required class events, and/or submission of required class work count as attending the course.
  - A student who never attended or stopped attending during the start-of-term class change period must petition to cancel the course from their records.
  - A student who stopped attending but failed to submit a completed withdrawal form by the deadline must use the regular petition process to request an exception to the deadline.
  - A student who stopped attending after the withdrawal deadline must petition for a late withdrawal and provide documentation of circumstances beyond the student's control, such as accident or illness, that prevent the student from completing the course. (A student in this situation may choose instead to seek an incomplete from the Dean of Academic Success.)
- **A student must *petition* to withdraw from a course if any of the following apply:**
  - the student is withdrawing from *more than one course in the term*;
  - the student has already withdrawn from *three or more courses while at Lawrence*; or
  - the student is currently *on probation or strict probation*.
- **The course withdrawal will reduce the student's active course load, which might jeopardize full-time student status.** Active load is based on the courses the student is currently attending. The change in active course load will take effect on the date the withdrawal form is submitted. If the student drops below 15 active units for the term, the student will no longer be full time. This can affect the student's athletic eligibility, visa status, veteran's benefits, financial aid, insurance, and any other matter requiring full-time student status. The student should be strongly encouraged to consult with athletics, financial aid, international student services, parents, etc., before submitting the course withdrawal form.
- **The course will remain on the student's record with a final grade of 'W'.** The 'W' grade will not affect the student's grade point average. No credit will be earned, and the student will be eligible to take the course in a future term. Instructors: The student will continue to appear on your class list and should appear on the grading screen with a 'W'. Advisors: While a course withdrawal may affect a student's ability to graduate 'on time,' it does not automatically qualify the student for a future course overload.
- **The course will continue to be counted in the total attempted units for the term.** The course units do count in assessing tuition, as university resources have already been expended. A late-term course addition (such as a directed study) to maintain full-time student status would count as *additional units* and might result in an overload fee.
- The **course withdrawal form** and the petition form can be found at:  
<http://www.lawrence.edu/s/registrar/forms>