

Section:	V.3.43	
Title:	Withdrawing from a Course	
Effective Date:	February 2014	
Approved By:	Director of Records and Registration	
Responsible Unit:	Enrollment Management (609) 771-2141; recreg@tcnj.edu	
Related Documents:	N/A	
History:		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
2.0	February 2014	Revised
1.0	August 1, 2011	New policy; Initial release

I. INTRODUCTION

This policy relates to course withdrawals.

II. DEFINITIONS

N/A

III. POLICY

- A. A course withdrawal is defined as an official separation from a given course initiated by the student any time after the Add/Drop deadline and before the withdrawal deadline. Deadlines for withdrawals are strictly adhered to. Specific dates are posted on the Records and Registration Calendar. Students withdrawing from courses within the withdrawal period will automatically receive a grade of "W". The "W" has no effect on the student's grade point average.
- B. When a student withdraws from a course, that enrollment falls under the course repeat policy. A student may repeat any course only once without permission, regardless of whether a grade or a W was earned. For more information, see the policy on repeating courses.
- C. It is the student's responsibility to withdraw officially from a course. Failure to withdraw formally may result in failing grades and dismissal.

D. During the traditional academic year, students may withdraw from a full semester course up to the ninth (9th) week of the semester. For courses in other formats (e.g., Maymester, summer session or winter session), students must withdraw by a date corresponding to 60% of the term. Deadlines for these withdrawals are strictly enforced. Specific dates are posted on the Academic and Registration Calendar.