

<b>Section:</b>	V.3.34	
<b>Title:</b>	Withdrawing from the College	
<b>Effective Date:</b>	October 20, 2017	
<b>Approved By:</b>	Director of Records and Registration	
<b>Responsible Unit:</b>	Enrollment Management (609) 771-2141; recreg@tcnj.edu	
<b>Related Documents:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Withdrawal Process</a></li> </ul>	
<b>History:</b>		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
2.0	October 20, 2017	Updated; minor revisions
1.0	August 1, 2011	New policy; Initial Release

## I. INTRODUCTION

This policy outlines the process for a student’s withdrawal from the College.

## II. DEFINITIONS

N/A

## III. POLICY

### **Withdrawing from the College**

Students who withdraw from the College before the end of the ninth week of the semester will be given a grade of WD in all courses. Withdrawal after that will result in an instructor assigning the grade of WP (which does not affect a student’s GPA), or WF (which is calculated as an F in a student’s GPA). A student may not withdraw from the College in the last three weeks of a semester.

To withdraw officially, a student should initiate the withdrawal process in the Office of Records and Registration. It is the student’s responsibility to withdraw officially from the College. Failure to withdraw formally will result in failing grades, possible dismissal, and additional financial obligations.

Dates for the end of each semester's withdrawal period are listed on the [Academic Calendar](#).