



Policy AC035: University Withdrawal

Recommended for Approval by:

A handwritten signature in black ink, appearing to read "James Fisher".

James Fisher, Ph.D.
Interim Provost and Vice President for Academic Affairs

Approved by:

A handwritten signature in black ink, appearing to read "Jon Anderson".

Jon Anderson, Ph.D.
President

Effective Date: 07/01/2022 | Amended 04/03/2025

A. Intent

To provide information regarding the process and implications for withdrawal from all courses at Pennsylvania Western University in a specific semester.

B. Definition(s)

A *university withdrawal* (or, *total withdrawal*) is the withdrawal from all courses in a specific semester.

C. Policy

1. A student seeking to withdraw from all courses in a given semester should carefully consider such an important decision and its impact on their academic career and financial status. The total withdrawal of a student receiving financial aid may result in the student's financial aid being adjusted and reduced, which may result in owing payment to the University and a possible reduction in future eligibility for financial aid. Students are encouraged to discuss their situation with a financial aid officer and their academic advisor before requesting a university withdrawal.
2. An official request for university withdrawal must be submitted to the Office of the Registrar and/or the Financial Aid Office. Ceasing to attend classes does not constitute a request for university withdrawal.
3. A student may withdraw from the University through the tenth week of the Fall or Spring semesters. For sessions with special start and end dates, and Summer and Winter sessions, the withdrawal date deadline will be published and available on the PennWest website. A request for university withdrawal after the deadline, for extenuating circumstances, must be approved by the relevant academic dean or designated

associate dean. Performing poorly in courses, without more, does not constitute an extenuating circumstance.

4. In rare situations, the University may choose to act in a student's best interest regarding a university withdrawal in situations where a clear request from the student is unavailable due to a medial or other similar life event, leaving no authorized person to speak on their behalf. A student in this situation will be notified *via* their official PennWest email address and additional contacts may be included.
5. Any residential student who withdraws from the university must inform the Office of Residence Life and Housing within 24 hours of their withdrawal action. The student will be required to sign out of their residence hall and turn in their room key within 24 to 48 hours after withdrawal from the university.
6. The Office of the Registrar will update student records to reflect the total withdrawal and provide a periodic report to all relevant university offices identifying total withdrawal students.

D. Procedure(s)

1. The student may withdraw from all courses by requesting a university withdrawal through the PennWest self-service portal, or by completing the University Withdrawal Form and submitting it to the Office of the Registrar. The request must be submitted before the end of the tenth week of a regular semester, or by the posted date for special terms.
2. For an on-campus residential student, the student shall notify the Office of Residence Life and Housing of their withdrawal within 24 hours of taking this action. The student will have 24-48 hours to remove their items from the residence hall.
3. The Office of the Registrar will update the student record to reflect the withdrawal and notify relevant university offices.
4. A request for a university withdrawal beyond the deadline for extenuating circumstances may be submitted to the academic dean up through the last instructional day of the semester or term. Requests must be made in writing to the academic dean or designated associate dean of the College that contains the student's program and include an explanation as to why the withdrawal did not occur by the deadline, and documentation of the extenuating circumstance(s). The dean or designated associate dean will work with the Office of the Registrar and Financial Aid Office to process the request. For dual-enrollment students and those without a declared major, such requests should be made to the Dean of the College of Education, Arts, and Humanities.

E. Related policies

Course Withdrawal Policy (AC046)
Fresh Start Policy (AC008)
Incomplete Grade Policy (AC020)
Readmission Policy (AC049)

F. Contact Information

For additional information, please contact the Office of the Registrar or the Office of the Dean for the relevant college.

G. Policy Review Schedule

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.