POLICY AND PROCEDURE

TITLE:	**Course Withdrawal**

POLICY STATEMENT:

Goodwin University recognizes that students may encounter academic, personal, or financial challenges that necessitate withdrawing from a course. The University provides a formal withdrawal process to ensure students are supported through this decision while maintaining the integrity of the academic record.

PROCEDURE DETAILS:

To withdraw from a course, students must complete an Official Withdrawal Form with their Academic Advisor. A "W" grade will be assigned to the course, and it will appear on the transcript. The "W" will not be used in the calculation of the GPA, but it will count as credits attempted.

Excessive withdrawals can impact satisfactory academic progress and jeopardize financial aid eligibility. Students are strongly encouraged to get both academic and financial aid advice before withdrawing from courses. Course withdrawal deadlines are published in the Goodwin University catalog and are available on the website on the "Current Students" page. Deadlines will be strictly enforced.

Students who withdraw by the end of week 9 for a 15-week course or the end of week 4 for a modular course will receive a grade of "W". Students who withdraw after that point will receive a grade of "F".

Failure to attend class is not an appropriate method of withdrawing from a course. Non-attendance does not waive the financial obligation to pay fees and tuition incurred at the time of class registration. Students will remain liable for any outstanding payments of tuition and fees due to the University.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

- ☒ UNIVERSITY CATALOG
- ☐ STAFF HANDBOOK
- ☐ FACULTY HANDBOOK
- ☒ STUDENT HANDBOOK

DEFINITIONS:

Course Withdrawal: The official process by which a student removes themselves from a course after the add/drop period, resulting in a "W" grade on the transcript.

Satisfactory Academic Progress (SAP): The minimum academic standards a student must meet to remain eligible for federal financial aid.

Credits Attempted: All credits for which a student is enrolled at the end of the add/drop period, including courses from which a student withdraws.

Exclusions:

NA

Offices Directly Affected by the Policy:

Registrar; Academic Advising; Financial Aid; Business Office; Office of Institutional Effectiveness.

History: Provide an audit trail for the policy and procedure that includes: (1) the date the policy and procedure was created, (2) the date the policy and procedure was approved by the Office of Institutional Effectiveness (OIE), (3) the date the policy and procedure was approved by Cabinet, and (4) the date of the most recent review and/or revision by the responsible office. Even if there is no revision completed, this section should indicate that a review took place.

Effective Date:	Fall 2026
Responsible Office (only one):	Registrar
Review Date:	Policies are reviewed or revised annually by the responsible offices. Policies are reviewed or revised annually by the responsible offices. Reviewed or revised policies and procedures shall be sent to the OIE during the annual review process, held during the summer semester.

Appendix:

Course Withdrawal Form; Institutional Refund Policy; Satisfactory Academic Progress Policy; Goodwin University Academic Calendar (course withdrawal deadlines).