



# Course Withdrawal Form

Name: \_\_\_\_\_  
Last First

UNI: \_\_\_\_\_

Class:  2L  3L  LL.M. Expected Graduation Date: \_\_\_\_\_

**W:** This notation is made on the transcripts of students who withdraw from a course after the last day of the Change of Program period but before October 15th in the Fall term and February 15th in the Spring Term.

See *J.D. Rules 1.2.8 and 3.2.3 on page 2.*

*Student can withdraw from a course with instructor's permission. Notation of **W** will be entered on official record.*

### For the 2020–2021 Academic Year

Term	Add/Drop Closes	Withdraw Dates
<b>Fall 2021</b>	<b>September 14</b>	<b>September 15–October 15</b>
<b>Spring 2022</b>	<b>January 24</b>	<b>January 25–February 15</b>

Course Number: \_\_\_\_\_ Title: \_\_\_\_\_

Instructor Name: \_\_\_\_\_ Term: \_\_\_\_\_ Year: \_\_\_\_\_

\_\_\_\_\_  
Instructor Signature Date

\_\_\_\_\_  
Student's Signature Date Submitted

\_\_\_\_\_  
Approval by Registration Services or designated official(s) Date

YOU MUST MAINTAIN RESIDENCY FOR YOUR DEGREE PROGRAM TO BE CONSIDERED A FULL-TIME STUDENT.

## **1. Rule 1.2.8**

**1.2.8** Students shall be permitted a noticed and definite period within which they may add or drop courses to the academic program for which they have officially registered.

**1.2.8.1** After the close of the add/drop period but before October 16th in the Fall semester and February 16th in the Spring semester students may withdraw from a course with the permission of the instructor by submitting a withdrawal form to the Registrar's office. A grade of "W" (indicating "withdrew") will be entered into the student's official transcript.

**1.2.8.2** After October 15th in the Fall semester and February 15th in the Spring semester but before the last day of classes in the semester, students may petition the Rules Committee to withdraw from a class for which they have previously registered and have such withdrawal recorded on their transcript as a "W". The Rules Committee may grant such a petition only upon a showing of exceptional and compelling reasons.

**1.2.8.3** Students who wish to withdraw from a class after October 15th in the Fall semester and February 15th in the Spring semester who fail to successfully petition to the Rules Committee for the recordation of a "W" on their transcript will receive an "F" for the course in accordance with Rule 3.2.4.2.1.1.

**1.2.8.4** A student may petition the Rules Committee to withdraw from a course after the expiration of the add/drop period without the entering of a "W" grade on their transcript. Such petitions may be granted only when there are exceptional and compelling reasons to do so, such as when an illness or other serious issue largely outside of the student's control rendered timely compliance with the add/drop rules impossible or exceptionally difficult.

## **2. Rule 3.1**

### **3.1 Letter Grades**

**3.1.1** The Law School uses an alphanumerical grading system to evaluate students' performance. In a timely manner, professors/instructors shall assign one of the following final grades to each student registered in his or her courses, which shall be reflected in the student's academic transcript: A (with plus and minus designations), B (with plus and minus designations), C, F, CR when so approved by the Curriculum Committee, or W in accordance with Rule 1.2.8.

**3.1.3** Credits which appear on a student's transcript with the grade "W" shall not count toward that student's GPA or eligibility for the receipt of academic honors, as set forth in Rule 3.2.3.

## **3. Rule 3.2.3**

**3.2.3** No student shall be named a Kent or Stone scholar for any academic year that does not include at least 15 graded Law School points. Only grades in Law School offerings are calculated in the award of honors. Any course for which a student received the grade of "W" will not count toward graduation credit, the award of honors, or the student's GPA.