

LATE COURSE WITHDRAWAL PETITION

Approved by: Office of Academic Affairs | Office of the Registrar

History: N/A

Related Policies: Registration and Add/Drop (<http://catalog.stkate.edu/policies/stu-acad/grad/reg-add-drop>)

Related Forms, Procedures and References: Petition for Late Withdrawal form (<https://www.stkate.edu/academics/academic-resources/registrar/forms>) | (<https://www2.stkate.edu/sites/default/files/sites/registrar/PetWithdrawal.pdf>) Academic Calendars (<https://www2.stkate.edu/registrar/academic-cal-landing>)

For Questions Contact: Office of Academic Affairs | 651.690.6500 | academicaffairs@stkate.edu

Students may add or drop courses via Kateway until published deadlines. The academic calendars (<https://www2.stkate.edu/registrar/academic-cal-landing>) contain the deadlines for dropping a course without notation on the transcript. Courses dropped between this date and the last day to withdraw result in a W (Withdrawal) notation on the transcript. Courses dropped after the last day to withdraw automatically receive a grade of F. Students are encouraged to contact their academic advisor before dropping or withdrawing from a course to discuss the impact on progression in program.

Students may petition to withdraw from a course after the last day to withdraw if extenuating circumstances prevented them from doing so by the published deadline. Petition is made by submitting the Petition for Late Course Withdrawal form to the Office of Academic Advising.

Students may make a petition based on any of the following reasons:

- Serious medical condition of student or family member
- Death in family
- Military activation
- University error

The petition must be submitted no later than two weeks after the applicable term end date.