

**CHARLESTON SOUTHERN UNIVERSITY
OFFICE OF THE REGISTRAR
MANUAL OF ACADEMIC POLICIES & PROCEDURES**

TITLE	NUMBER	PAGE	DATE OF INCEPTION
WITHDRAWAL GRADES	R-3	1 of 1	April 23, 1984

Purpose: To provide for the awarding of withdrawal grades for students who officially withdraw.

Please see Academic Calendar for drop/add and withdrawal dates.

NO withdrawal (i.e. grade of W) will be granted after the respective withdrawal dates.

Withdrawal During Drop/Add Period - A student who officially withdraws from a course during the scheduled drop/add period will be removed from the course with no grade to be recorded in the student's record. To withdraw officially, a student may drop courses online under the Academic tab on MyCSU. If a student is unable to drop courses online, he or she must complete a Drop/Add/Withdrawal Form and acquire the signature of his/her advisor. Professors' signatures are not required during the scheduled drop/add period. The student must submit the completed form to the Registrar's Office to complete the withdrawal process.

Withdrawal After the Drop/Add Period - A student who officially withdraws from a course after the scheduled drop/add period and before the withdrawal deadline will receive a grade of "W." In order to withdraw officially, a student must complete a Drop/Add/Withdrawal Form and acquire signatures from the advisor and the appropriate professor(s). The completed form must be submitted by the student to the Registrar's Office no later than the last day to receive a grade of "W" which is published in the Academic Calendar.

Financial Obligation - Withdrawn Class - After the last date to receive a refund as listed on the Academic Calendar has passed, regardless of the date of withdrawal; a student will be obligated to pay appropriate tuition and fees for any course that a withdrawal grade (AW or W) or Failure for Absences (FA) grade is assigned

By action of the Faculty Senate and President's Cabinet on August 9, 1984. Revised March 2016. Revised September 2020 and November 2020 by Dean's Council.