



National University of Health Sciences

General Policies

Title: **Class Withdrawal**

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President

10/10/2025

Date

POLICY STATEMENT

In order to enhance support for student success, those facing academic difficulties are provided with the option to withdraw from classes. This option allows them additional time to focus on their studies in the remaining courses. Students should consult with the office of financial aid regarding the potential impact withdrawal from classes or the university on their financial aid package. (Tuition Refund Procedure in the bulletin)

PROCEDURE

Recognizing the need for a more effective academic approach, it is in the best interest of each student to register for and concentrate on a course load commensurate with their capabilities. To fortify our academic advising process and proactively address instances where students may not be progressing satisfactorily, we have instituted the following course withdrawal procedures:

- During the first week of the trimester, known as the add/drop week, students have the flexibility to add or drop courses without requiring an advisor's signature. Importantly, courses dropped during this period will not be reflected on the transcript as attempted courses.
- Starting in the second week, and continuing through week twelve of the trimester, a student may still withdraw from courses. These courses will be listed on the transcript as attempted with a grade of 'W', and these course hours will add to the attempted hours for that trimester, as well as to the cumulative attempted hours. The GPA will not be affected by withdrawals during this period, as GPA is calculated by dividing grade points (PTS) (credits x grade value – example A = 4) by earned hours (HRS) (W grades are not included). This will, however, negatively impact academic progress, which is measured as earned credits (ERN) divided by attempted credits (ATT) (W grades included). Advisors may therefore assess from this both academic progresses, as well as academic performance via the GPA.

- After week twelve of the trimester, students may not withdraw from any course but must remain enrolled in each course to the end of the trimester to receive a final grade (A to F) that will factor into their GPA. The decision to complete each class must therefore be made within the first twelve weeks of the trimester, requiring students to assess their capability for successful completion within that span of time.
- First-time, first-trimester students enrolled in the College of Professional Studies are afforded the opportunity to drop classes until the conclusion of the fifth week, contingent upon approval from both the Basic Sciences Chair and the Dean of the College of Professional Studies. Please consult with the office of financial aid due to the effects on the number of courses this extended time pertains to (see Tuition Refund Procedure in the bulletin). Notably, courses dropped within this timeframe will not be recorded on the transcript as attempted courses. This flexibility is specifically designed to provide support to new students as they acclimate to the demands of the graduate-level academic rigor. Commencing from the sixth week and extending through the twelfth week of the trimester, these first-time, first-trimester students may still opt to withdraw from courses. However, it's important to note that such withdrawals during this period will be documented on the transcript as attempted courses with a designation of 'W.' This framework allows students the necessary flexibility while maintaining transparency in academic records.
- Students are allowed a maximum of three attempts to successfully pass each course. For this withdraw policy, that is to affirm that a student can only withdraw twice from the same course. The third attempt must result in successfully passing the course. Failure to successfully pass the course after three attempts could lead to expulsion from the academic program.
- Students may appeal to the Dean of the College of Professional Studies to have the course withdrawal deadline extended up to final exams in cases of documented medical/family emergencies.

The above changes will affect how students choose to register for a trimester of coursework. Students and their advisors must realistically assess the credit load that each student is capable of accomplishing prior to registration.