

**UNIVERSITY OF PITTSBURGH
SCHOOL OF EDUCATION
ACADEMIC POLICIES AND PROCEDURES**

TITLE OF POLICY: **MONITORED WITHDRAWAL**

DATE APPROVED: MARCH 2012

POLICY:

Students may add and drop courses during the add/drop period. The dates for the period are listed in the University's Schedule of Classes, in course descriptions, and the University's Academic Calendar at:

www.provost.pitt.edu/information-on/calendar.html

Students who no longer wish to remain enrolled in a course after the add/drop period has ended may withdraw from the course through the Monitored Withdrawal process.

PROCESS:

After the add/drop period has ended, students may withdraw from a course that they no longer wish to attend by completing a Monitored Withdrawal Request form. Students must process the form within the course formats indicated below:

Term	By the end of the ninth (9th) week of the term
12-week session	By the end of the eighth (8th) week of the 12 week session
6-week session	By the end of the fourth (4th) week of the 6 week session
4-week session	By the end of the third (3rd) Wednesday of the 4 week session

After the period identified above, a student will be permitted to withdraw from an individual course only in extraordinary circumstances and with the permission of the Dean's office. The grade W will appear on the student's grade report and transcript. If the course is a degree requirement, students are obligated to retake with no refund provided. There are no financial adjustments for tuition or fee obligations involving in course withdrawals, but withdrawing may jeopardize satisfactory academic progress, financial aid, and assistantships or fellowships.