



NUSTEP WITHDRAWAL POLICY

(Effective Fall 2011)

1. A student must complete a NUSTEP Course Withdrawal Form and hand it in to their instructor in order to officially withdraw from a NUSTEP course. Student should be aware of the penalties involved should the decision to drop/withdraw a course occur after the first month of classes. The following dates will determine the outcome of the withdrawal:

FALL COURSES (Fall courses run from early September through late January). If you withdraw:

- Until September 30 (no charge to student),
 - Course will be dropped. No academic penalty. Full refund if class was paid for
- Between October 1st and January 1st (effecting a "W" on transcript). No refunds
- After January 1st, the instructor will inform the student of their grade and sign off either passing or failing. If the instructor signs off failing, the student will receive an "F". The Dean will also sign off during this period. (this was recommended by advisory committee)

SPRING COURSES: (Spring courses run from late January through June). If you withdraw:

- Until February 28 for spring classes (no charge to student),
 - Course will be dropped. No academic penalty. Full refund if class was paid for.
- Between March 1st and June 1st (effecting a "W" on transcript) No refunds
- After June 1st the instructor will inform the student of the grade and sign off either passing or failing. If the instructor signs off failing, the student will receive an "F".
 - The Dean will also sign off during this period.

FULL YEAR COURSES: (Full year courses run from early September through early June)

If you withdraw:

- Until September 30 (no charge to student).
- Between October 1st and May 1st (effecting a "W" on transcript). No refunds.
- After May 1st the instructor will inform the student of their grade and sign off either passing or failing. If the instructor signs off failing, the student will receive an "F".
 - The Dean will also sign off during this period.

2. The instructor signs and sends the Withdrawal form to the NUSTEP coordinator who sends the form to the appropriate Dean (if required). The Dean returns the form with his/her decision on the form to coordinator.
3. Coordinator sends the withdrawal form (with Add/Drop form) to the Records Office.
4. A copy of the withdrawal form will then be filed in the NUSTEP office (with copy of add/drop attached) with NUSTEP registration forms.
5. This policy will be included in the student handbook, the instructor handbook and on the website. It will also be printed on the withdrawal form.
6. The form will be available online on the NUSTEP web page for students and high school instructors. It may be sent electronically, faxed or mailed to the university NUSTEP office.
7. Withdrawals will not be approved to avoid failure. Unofficial withdrawals will result in the grade of F being entered on the transcripts.



NUSTEP COURSE WITHDRAWAL FORM

NB: A student must complete a NUSTEP Course Withdrawal Form and hand it in to the instructor in order to officially withdraw from a NUSTEP course.

TODAY'S DATE: _____ HIGH SCHOOL: _____

STUDENT NAME: _____ ID # _____

Please complete appropriate section using today's date:

If Today's Date falls within:

| | |
|---|----------------------------------|
| September 1–30 (Fall Classes) / February 1-28 (Spring classes) / September 1-30 (Full Yr) | |
| _____ Instructor's signature and date (course will not appear on transcript) | _____ Course Number & Section |

If Today's Date falls within:

| | |
|---|----------------------------------|
| October 1 – January 1 (Fall Classes) / March 1 – June 1 (Spring) / October 1-May 1 (Full Yr) | |
| _____ Instructor's signature and date (course will appear on transcript with a "W") | _____ Course Number & Section |

If Today's Date falls within:

| | |
|--|-----------------------------------|
| January 2-31 (Fall Classes) / June 2-30 (Spring) / May 2-June 30 (Full Yr) | |
| <u>NB: Student will receive a grade of "W" if passing, or a grade of "F" if failing</u> | |
| _____ Withdrawing Passing (W) | _____ Withdrawing Not Passing (F) |
| _____ Instructor's signature and date (course will appear on transcript with a "W" or "F") | _____ Course Number & Section |
| Dean's Decision: _____ | |
| Dean's Signature and Date _____ | |

(Instructor: please fax completed form to: NUSTEP Office – 286-8210 or email to: cds@niagara.edu)