

	<i>Responsible Office or Department:</i>	Academic Affairs
	<i>Effective Date:</i>	8/1/2011
<i>NUSTEP Withdrawal Policy</i>		

PURPOSE:

To explain how a student withdraws from a NUSTEP course.

SCOPE:

High-school students enrolled in a NUSTEP course.

TERMS and DEFINITIONS:

1. Fall Course: Run from early September through late January.
2. Spring Course: Run from late January through June
3. Full-year Course: Run from early September through early June

MAIN PROVISIONS:

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

If you withdraw:

- Before September 30 the course will be dropped. No academic penalty. Full refund if already paid for class.
- Between October 1st and January 1st, a “W” (indicating withdrawal) will appear on your transcript. No refund of any course costs.
- After January 1st, the instructor will inform the student of their grade and sign off either passing or failing. The Dean must sign off on any withdrawals during this time period. If the instructor signs off failing, the student will receive an “F” on their transcript. If passing the student will receive a “W” on their transcript.

Spring Courses

If you withdraw:

- Before February 28th the course will be dropped. No academic penalty. Full refund if already paid for class.
- Between March 1st and May 1st, a “W” (indicating withdrawal) will appear on your transcript. No refund of any course costs.
- After June 1st, the instructor will inform the student of their grade and sign off either passing or failing. The Dean must sign off on any withdrawals during this time period. If

the instructor signs off failing, the student will receive an “F” on their transcript. If passing the student will receive a “W” on their transcript.

Full-year courses

If you withdraw:

- Before September 30th the course will be dropped. No academic penalty. Full refund if already paid for class.
- Between October 1st and May 1st, a “W” (indicating withdrawal) will appear on your transcript. No refund of any course costs.
- After May 1st, the instructor will inform the student of their grade and sign off either passing or failing. The Dean must sign off on any withdrawals during this time period. If the instructor signs off failing, the student will receive an “F” on their transcript. If passing the student will receive a “W” on their transcript.

Withdrawals will not be approved to avoid failure. Unofficial withdrawals will result in the grade of F being entered on the transcripts.

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. The form is available online on the NUSTEP web page for students and high school instructors.

PROCEDURES:

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. The form is available online on the NUSTEP web page for students and high school instructors.
2. The instructor signs and sends the Withdrawal form to the NUSTEP coordinator who sends the form to the appropriate Dean (if required).
3. The Dean returns the form with his/her decision on the form to the coordinator.
4. The coordinator sends the withdrawal form (with Add/Drop form) to the Records office.
5. A copy of the withdrawal form will then be filed in the NUSTEP office (with copy of add/drop attached) with NUSTEP registration forms.

ADDITIONAL INFORMATION:

None.

POLICY HISTORY:

- Originated: 8/1/2011
- Current Effective Date: 8/1/2023
- Next Review Date: **12/1/2026**
- Revision/Renewal Log:
 - Reviewed 12/1/2023, no revisions necessary