UNDERGRADUATE RINDGE ACADEMIC POLICIES

Withdrawal from the University

Review the Withdrawal from the university policy for our undergraduate, Rindge students.

- Any undergraduate student wishing to withdraw from the University must complete a Withdrawal/Leave of Absence from the University form. A student who merely stops attending classes without completing the necessary steps for an official withdrawal will receive grades as assigned by their instructor for all courses in which the student is currently enrolled but does not complete.
- Withdrawing after the add/drop period but before the end of the 10th week of the semester, or after the 5th week of an undergraduate term, or after 60% of a graduate term, will result in a W on the transcript for each course for which the student is enrolled. However, such courses are included in the tuition charges for the semester or summer session.
- Any student who withdraws from the University after the 10th week of the semester, or after the 5th week of an undergraduate term, or after 60% of a graduate term will receive grades as assigned by their instructors for all courses in which the student is currently enrolled. These grades will be recorded on the student's official academic record and will be included in the student's grade point average. A grade of W (Withdrawal) will be given only under extenuating circumstances and with the approval of the appropriate Dean. In rare instances, the faculty member may, after consultation with the appropriate Dean, give a grade of I (Incomplete) pending completion of the required work.
- When faced with an extreme non-disciplinary situation, the administration may require a student to withdraw from the University. In these rare instances, the student will receive AW or a letter grades as per the parameters as noted above.
- If a student wishes to return after withdrawing, or after a suspension, they are required to apply for readmission. Readmission is not automatic.
  All withdrawn courses count as attempted credits.