



## Course Withdrawals

### A. Student-Initiated Withdrawal

1. **Withdrawing from a required course:** A student may not withdraw from an assigned, required course without the written permission of the Associate Dean for Academics. Permission to withdraw from an assigned, required course will be granted only in extraordinary circumstances, or as may be required by applicable law. The Associate Dean's decision may not be appealed to the faculty or any faculty committee.
2. **Withdrawing from an elective course:** After the relevant drop/add deadline, a student may withdraw from an elective course only with the permission of the Associate Dean for Academics. To withdraw, the student must submit a written request to the Associate Dean for Academics and demonstrate good cause why the request should be granted. The Associate Dean's decision may not be appealed to the faculty or any faculty committee. Students on ADR Board, Moot Court Board, Trial Team, interscholastic competition team, law review or law journal, clinic, internship, study-abroad program, LL.M. program, dual-degree program, exchange program, or other special program should review the specific policies that relate to those programs and consult with the director or faculty advisor for the specific program before submitting a request to withdraw to the Associate Dean.
3. **Withdrawing from an elective during a student's final semester:** After the relevant drop/add period, but during the semester in which a student expects to graduate, a student may withdraw from any course not needed to fulfill a graduation requirement, as follows:
  - a. The course may not be one of the following, unless the student also receives the written permission of the faculty advisor or program director: clinic, internship, law review or law journal, ADR Board, Moot Court Board, Trial Team, interscholastic competition team, course that would satisfy the skills requirement, or course in a study-abroad program.
  - b. The course is not needed to fulfill the Further Required Curriculum or an aspect of academic probation;
  - c. The request to withdraw is submitted to the Registrar before the final class session in the course or the final day of classes for that semester, whichever is earlier (a student may not withdraw during the reading period or examination period); and

d. The Associate Dean for Academics concurs in the request.

- B. College-Initiated Withdrawal:** Under certain circumstances approved by the Associate Dean for Academics in consultation with the professor, the College may administratively withdraw a student from a course. Non-exhaustive examples of circumstances when a student may be withdrawn from a course include a student's repeated disruption of the course, a serious conflict between students within the course, and a health or safety emergency.
- C. Impact of a Course Withdrawal on Student's Transcript:** When a student withdraws or is withdrawn from a course after the relevant drop/add deadline, the course name and a grade of "W" will appear on the student's transcript. In extraordinary circumstances, the Associate Dean for Academics, in conjunction with the Registrar, can approve a different transcript notation.
- D. Impact on Visa Status:** An international student who withdraws or is withdrawn from a course may affect his or her status to remain in the United States.

*Cross-references: Drop/Add Policy, Academic Probation, Class and Field-Trip Attendance in Study-Abroad Programs, Enrollment in Electric Education Courses, Course Attendance, Attendance in Electronic Education Courses, Eligibility to Receive Financial Aid, Grades, Additional Attendance Provisions for the Autumn in London program, Leaves of Absence and Withdrawal from School; SEVIS regulation for international students.*

*Amended by the faculty on February 25, 1998, March 18, 1998, January 27, 1999, December 8, 2010, and March 16, 2011 (replacing portions of prior policy titled Enrollment, Attendance and Withdrawal).*