Information and Steps to Process a Course Withdrawal Online

Individual course withdrawals, which were previously processed by form submission, can now be processed **via self-service through the student portal**!

➢ Same as course adds and drops, the self-service Registration area will now allow for course withdrawals. Please be sure to review the *academic calendar* for important withdrawal deadlines. There are no exceptions to the course withdrawal deadlines.

Financial/Academic Impacts of Withdrawal:

Discussing course withdrawals ahead of time with your academic advisor, and making sure you understand any possible academic or financial ramifications is strongly recommended. Please be sure to *clear any holds* in a timely manner so that you are not prevented from making any schedule changes in your student portal by the deadlines, as having certain holds will prevent withdrawal.

Additionally, withdrawal *grades* do not contribute to a student's overall or semester grade point average (GPA), but the *credits* are counted in the total semester credits for Academic Standing, billing purposes and Satisfactory Academic Progress (SAP) for Financial Aid eligibility (https://www.plymouth.edu/student-financial-services/policies/satisfactory-academic-progress-policy). Please contact the Financial Aid team within Student Financial Services to gain a better understanding of the impact of withdrawing from any of your courses.

Possible impacts/ramifications could include:

1. The recalculation of your financial aid for the current semester (depending on the timing of the withdrawal).
2. Having your student loan going into "Repayment" or to begin the grace period if, depending on timing of withdrawal, you are considered less than half-time.
3. Satisfactory Academic Progress (SAP) as determined by the financial aid office will be negatively impacted by a "W" OR "F" grade.

Withdrawal Steps in Registration Screen:

Go to the Registration Screen (*where you registered for classes*), login, and find the course(s) you want to withdraw from in your Summary. Toggle the dropdown box from "Registered" to "Withdraw via Web" and hit the "Submit" button.

➢ You will see this change in your course summary immediately and will see it reflected in your Unofficial Transcript during the next business day.

An additional step to keep in mind that may impact you – if you are withdrawing from a course that has a *co-requisite* (but not withdrawing from both), you would need a 'Program Requirements' *override* from the instructor of the course you are remaining enrolled in to complete the course withdrawal transaction in your self-service area.

➢ Please plan ahead and work with your instructor to be sure you have the necessary override before the deadline. You do not need an override if you are withdrawing from both courses.

Also, if you are *withdrawing from all PSU courses*, please carefully read the information on the Frost House Student Services website and complete the PSU Withdrawal Survey. You cannot drop or withdraw from all courses via your student portal as an undergraduate student. Please email psu-registrar@plymouth.edu with questions.