Withdrawal Policies and Procedures

The following is taken from the University at Albany Undergraduate Bulletin:

Policies concerning withdrawing from the University:

The following are the withdrawal policies and procedures currently in effect for matriculated undergraduates:

a. A student withdrawing from an entire semester’s course load must complete a Withdrawal Form in the Office of the Vice Provost for Undergraduate Education.

b. Students who voluntarily leave the University with a cumulative grade point average of 2.00 or above may automatically return within six semesters from the date of withdrawal.

c. Students who voluntarily leave the University with a cumulative grade point average of less than 2.00 will be withdrawn effective with the date they initiate their withdrawal.

d. A student with a cumulative grade point average of less than 2.0 who withdraws from the University more than 15 class days after the mid-point of the semester is not eligible for readmission for the following semester. Should the student wish to petition for readmission for the next term, the petition must be submitted to the Office of the Vice Provost for Undergraduate Education no later than the last day of finals as published in the Academic Calendar for the semester in which the withdrawal was initiated. (See Academic Calendar.)

e. Grade assignment will be based on the following: If the withdrawal drops occur by the last date to drop without receiving W's, no grade will be recorded. If the withdrawal drops occur after that date, a grade of W will be assigned for each currently registered course through the last day of classes for the semester. After the last day of classes, the appropriate academic grade will be assigned by the instructor for each registered course, regardless of class attendance. Academic retention standards will be applied.

f. Retroactive withdrawal/drop dates normally will not be granted. Requests for exceptions will be considered by the Office of the Vice Provost for Undergraduate Education (LC 30) only for extraordinary, fully documented circumstances.

g. A student who registers and received grades of “Z” for all course work for the semester will incur full financial liability.

h. Withdrawals from the University due to medical reasons, active military duty and disciplinary suspensions or disciplinary dismissals must be administered by the Office of the Vice Provost for Undergraduate Education (LC30).

i. A student eligible for an automatic return who fails to register after a period of six semesters will be administratively withdrawn by the University. Such action will require submission of a readmission application should the student wish to return at a future time.

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