LEHMAN COLLEGE
OF THE
CITY UNIVERSITY OF NEW YORK

DIVISION OF STUDENT AFFAIRS

POLICY CHANGE

1. **Type of Change:** Change to Withdrawal from Courses Policy

2. **From**: Withdrawal from Courses

Drop/Add Period. Students may adjust their programs during the Drop/Add period at the beginning of each semester, provided there is space in a newly selected course and they maintain the minimum credit load for their status.

Withdrawals after Drop/Add. The grade of W, withdrawal without penalty, is awarded ~~only when it is clear that a student has a good and sufficient reason for withdrawing from a course and is doing so at a time when he or she is doing passing work in the course. Applications for withdrawal are accepted~~ through the tenth week of each semester.

Students desiring to drop a course in their major ~~must~~ obtain a recommendation from the chair or the adviser of the appropriate department program. ~~No faculty member or counselor may withdraw a student from a course.~~

The following grades govern official and unofficial withdrawals after the Drop/Add period. The deadline dates are published each semester by the Registrar's Office.

Grade

Official withdrawal without penalty
W

Never Attended, without penalty
WN

Unofficial withdrawal without penalty
WU

NOTE: Although W, WN, and WU grades carry no index penalty, they are credits attempted for the purpose of measuring satisfactory academic progress.

Students receiving financial aid should discuss in advance with the Office of Financial Aid the consequences of withdrawing from a course.

3. **To:** Withdrawal from Courses

Drop/Add Period. Students may adjust their programs during the Drop/Add period at the beginning of each semester, provided there is space in a newly selected course and they maintain the minimum credit load for their status. Students should be aware of any fees or financial implications associated with their transactions.

Withdrawals after Drop/Add. The grade of W, withdrawal without penalty, is awarded when a student drops a course themselves after the Drop/Add Period and through the tenth week of each semester.

Students desiring to withdraw from a course in their major should obtain a recommendation from the chair or the adviser of the appropriate department program.

The following grades govern official and unofficial withdrawals after the Drop/Add period. The deadline dates are published each semester by the Registrar's Office.

Grade

Official withdrawal without penalty
W

Never Attended, without penalty
WN

Unofficial withdrawal without penalty
WU

NOTE: Although W, WN, and WU grades carry no index penalty, they are credits attempted for the purpose of measuring satisfactory academic progress.

After the published withdrawal deadline, students facing severe medical issues may request to withdraw from all enrolled classes with grades of W only by submitting a formal appeal to the Medical Deletion Committee.

Students receiving financial aid should discuss in advance with the Office of Financial Aid the consequences of withdrawing from a course.

4. **Rationale (Explain how this change will impact learning outcomes of the department and Major/Program):**

The proposed edits remove requirements that are unenforceable given the current course withdrawal systems. This policy change also seeks to provide a late withdrawal option after the withdrawal deadline for students facing severe medical issues.

5. **Date of departmental approval:** Approved by CAEAS on 11/9/2026