ENROLLING IN & WITHDRAWING FROM COURSES

First-Year Student Scheduling and Placement Exercises

In an effort to assist students in choosing the correct courses for their major and for timely progression to graduation, West Chester University creates a first semester schedule for all first-time, first-year students. Schedule prototypes are created by department faculty and reflect a combination of general education and major courses.

All students are required to take the Mathematics Placement Exam and the WRITE Survey prior to New Student Orientation. Some students (all B.A. candidates and Pre-Major/Undeclared) are required to take the Second Language Placement Exam. Results from these placement exams/surveys and other specific student information, including Dual Enrollment and AP courses (if known), are taken into account when creating a student schedule. Students may adjust their schedules one week prior to the beginning of the semester but are encouraged to seek the advice of their advisor or department chair.

Placement Exercises

Placement Portal

Each incoming first-year student is assigned a placement portal within their myWCU. The portal combines all the placement exercises the individual student is required to complete before they begin classes. The placement portal is unique to each student and contains the required exams and questions that are needed for placement purposes.

For the 2017-2018 academic year, the placement portal is available to all incoming first-year students. Transfer students will be assigned the placement portal if an equivalent to WRT 120 or higher is not transferred to WCU and should contact the Mathematics and Languages and Cultures offices if those placement exercises are required.

For more information on placement, see the sections on English placement (http://catalog.wcupa.edu/undergraduate/general-education-requirements/english-composition), mathematics placement (http://catalog.wcupa.edu/undergraduate/general-education-requirements/mathematics-requirement), and second language placement (http://catalog.wcupa.edu/undergraduate/arts-humanities/languages-cultures/#policietext).

Adding a Course

Students may add a course through the myWCU portal if the course has available seats and all prerequisites have been met. If a course is closed, the student should speak with the department chair about the possibility of obtaining permission to enroll. The drop/add period will extend to the eighth calendar day excluding holidays, and when the university is closed. For nontraditional semesters, such as summer and winter, the drop/add period will be adjusted to a percentage of the total class days excluding exams. See the academic calendar (http://wcupa.edu/registrar/calendar) for actual dates.

Dropping a Course

Students may drop any course from their schedule through the myWCU portal during the drop period. See the academic calendar (http://www.wcupa.edu/registrar/calendar) published on the Registrar’s Office website for the official drop deadline dates for each semester. After add/drop, students may do a course withdrawal through the myWCU portal. The deadline to withdraw from a course is the end of the ninth instructional week of classes. Course withdrawals will be noted on the transcript with a “W”.

WITHDRAWING FROM A COURSE

A grade of W (withdrawal) will be entered on the academic record of any student who withdraws from a course after the add/drop period and before the end of the ninth instructional class week or the equivalent in summer sessions. Students may withdraw from a course through myWCU (https://my.wcupa.edu). A student may not withdraw from a course to avoid an academic integrity violation.

After the ninth instructional week of classes, students may not withdraw selectively from courses; they must contact the Office of the Registrar (http://wcupa.edu/registrar) and withdraw from the University. The University will record a “W” for all courses in which the student is registered. However, if the effective date of official withdrawal is during the last week of classes, a letter grade or NG will be assigned for that course. A student may not receive a W during the last week of classes.

Students who fail to withdraw from or drop a course officially can expect to receive a failing grade for the course and are financially responsible to pay for it.

Scheduling Courses

Students may not schedule more than one section of the same course in any given semester.

Priority Registration Eligibility

The following guidelines determine eligibility for priority registration status. Being eligible for priority registration does not guarantee that a group will receive the privilege.

Priority registration is limited to those students who meet at least one of the following criteria:

1. Students with a documented disability on file with the Office of Services for Students with Disabilities for their entire career
2. Academic Development Program (ADP) students in their first academic year
3. Student athletes and the students who are actively engaged in athletics as support personnel, if they must be present during all practices, which include the marching band and color guard
4. Students who are concurrently taking at least 6 on-campus credits while completing a clinical practicum (internship, field experience) that requires student participation at specified times for a significant part of most days of the week. The practicum must be part of the program’s required course work. The program must require that the student complete the practicum and all relevant work by a specified time in their academic progression.
5. Students who have a specific set of 2 or more courses, each of which meets at only one time during the semester, and each of which must be taken in a specific order to make satisfactory progress towards graduation. If the student may take the courses in an alternate sequence, or select from different sections of a given course, they are not eligible under this stipulation.
6. Students engaged in the study abroad program, during the semester that they are abroad
7. Veterans (see Act 46 of 2014). Any individual who has served or is currently serving in the United States Armed Forces, including a reserve component and National Guard; and was discharged or released from such service under conditions other than dishonorable

Priority Registration Eligibility Categories

Students who are eligible for priority registration have been divided into two categories:

Enhanced Priority (EP): These students meet criteria 1, 2, or 3; and schedule before any other students at the university, because they have been deemed as having the most critical need. They have 48 hours to schedule their classes. They include:
1. Academic Development Program (ADP) students
2. Athletes participating in fall events (EP for fall scheduling)
3. Athletes participating in winter events (EP for fall and spring)
4. Athletes participating in spring events (EP for spring scheduling)
5. Athletic team trainers and managers (EP for the season of their sports)
6. Students with Disabilities

**Priority Scheduling (PS):** These students meet criteria 4, 5, 6, or 7; and would priority schedule by class standing. They have 24 hours to schedule before the other members of their class. They include:

1. Honors Program students
2. Off-season athletes
3. Pre-Med/PPD students
4. Respiratory Therapy students
5. Study abroad students (when they need to register for their returning term)
6. ROTC students
7. University Ambassadors
8. Veterans

**Withdrawal from the University**

**Term Withdrawal**

Students are able to withdraw from all courses for a semester up until the term withdrawal deadline for the term and receive non-punitive grades of W for all courses. Please consult the academic calendar (http://www.wcupa.edu/registrar/calendar) for term withdrawal deadlines.

To withdraw, students must provide written notification of the withdrawal. The withdrawal date is the date the student submits the withdrawal form to the appropriate university office.

- Undergraduate Students: Return a completed and signed term withdrawal form to the Office of the Registrar.
- Graduate Students: Return a completed and signed term withdrawal form to the Graduate Studies Office.

**University Withdrawal**

Students who do not intend to continue at West Chester University may withdraw from the university. Students who elect to withdraw from the university would then need to apply for readmission if they wish to re-enroll in courses.

Students who have not attended West Chester University for three or more consecutive fall/spring semesters are classified as “Inactive” and withdrawn from the institution. Please see the undergraduate or graduate readmission policies under “Other Admission Information (http://catalog.wcupa.edu/general-information/admissions-enrollment/other-admission-information)” for more information about re-enrollment after an absence.

**Administrative Withdrawal**

Under exceptional circumstances the University may administratively withdraw students from a semester. This is done when the student is unavailable to complete the term withdrawal process due to extenuating circumstances (for example, incarceration or hospitalization of the student).

The Registrar’s Office will determine the utilization of the administrative withdrawal process. This will be done after confirming non-attendance with the student’s instructors and taking steps to confirm that the student is unable to complete the withdrawal process.

All courses will be given a grade of “W” for the indicated withdrawn term.

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**Involuntary Medical Withdrawal Policy**

To foster an environment conducive to learning and assure the safety of the community, the University takes appropriate measures to address student conduct that is destructive to self or others or results in serious disruption of the learning environment. In extraordinary circumstances, the University may require a student to involuntarily withdraw from the University when it determines that the student poses a significant risk of harm and this measure is the only way to protect the student and/or others and/or to preserve the integrity of the learning environment.

Please refer to the following website for the entire West Chester University Involuntary Medical Withdrawal Policy: http://www.wcupa.edu/_services/stu.inf/documents/WCU-InvoluntaryMedicalWithdrawalPolicy.pdf.

**Title IV Federal Financial Aid Compliance Policy**

See “Withdrawal/Enrollment Change and Aid (http://catalog.wcupa.edu/general-information/tuition-fees-financial-aid/financial-aid)” for information about the effects of an official or unofficial withdrawal from a term on Title IV financial aid funds awarded to a student.