

# Late Withdrawal from Spring 2021 Classes

The University is offering a process to allow an extended period for late withdrawal from individual courses for the spring 2021 (2214) semester. As announced by the Office of the Provost, if the ongoing COVID-19 global health crisis has severely impacted your performance in a course, you may request a late withdrawal from that course.

**Deadline to submit the requests:**

**Friday, May 14<sup>th</sup>, 2021, at 11:59 p.m.**

## **Process for submitting requests at the Johnstown Campus:**

1. Student will email Dr. Stephen Kilpatrick ([kilpatri@pitt.edu](mailto:kilpatri@pitt.edu)), Assistant Vice President for Academic Affairs, to request the *Extended Request for Late Withdrawal* form.
2. Upon receiving the form, student will complete page 1 of the form, which will include a description of how the COVID-19 health crisis has affected their performance in the course.
3. Student will return the form by email to both Dr. Kilpatrick ([kilpatri@pitt.edu](mailto:kilpatri@pitt.edu)) and the student's academic advisor.
4. The academic advisor and student will have a discussion about the impact of course withdrawal on the student's academic status, progress in the academic program of study, and other areas as appropriate. Since courses from which a student withdraws are attempted but not completed course credits, if needed, the students should be referred to the Financial Aid Office ([upjaid@pitt.edu](mailto:upjaid@pitt.edu)) for information on maintaining Satisfactory Academic Progress to remain eligible for federal and/or state aid.
5. The academic advisor will complete Part II of the request form and return it to Dr. Kilpatrick.
6. Dr. Kilpatrick will evaluate the request and approve or deny. If approved, the Registrar will withdraw the student from the course.

The following is information about Satisfactory Academic Progress and the effects of a withdrawal on financial aid to help students and advisors in the process:

Students who withdraw from a course(s) after the add/drop period's end date and remain enrolled in at least one course maintain their enrollment status at the level it was prior to the withdrawal. The Financial Aid Office will not adjust financial aid awards, and the University will not make adjustments to your charges.

- ***Please note: In order to receive financial aid in subsequent years, students must demonstrate satisfactory academic progress with respect to both the number of credits completed and the cumulative grade-point average earned (GPA). The Financial Aid Office will review each student's academic progress once annually after the completion of the spring term.***

***After the add/drop period has ended, credits for a course which a student withdraws are not considered completed; therefore, students who have not earned the minimum number of required credits based upon enrollment as the result of the withdrawal will not be in acceptable academic progress.***

**It is essential that you carefully review this information before choosing to request a late withdrawal from one or more courses.** If you have questions, you may contact your advisor, the Academic Division which houses your major, the Registrar's Office at [upjreg@pitt.edu](mailto:upjreg@pitt.edu), or the Academic Success Center at [upjasc@pitt.edu](mailto:upjasc@pitt.edu). It is recommended that you contact Financial Aid at [upjaid@pitt.edu](mailto:upjaid@pitt.edu) as a reduction in credits can affect earning Satisfactory Academic Progress for federal and/or state aid.

Some important considerations:

- Withdrawing from a course is permanent and irreversible. There will be no tuition adjustment or refund after withdrawing from a course.
- After withdrawing from a course, you will not earn any credit for the course and the W will not be included in the calculation of your GPA.
- If you receive financial aid, it is your responsibility to check with the Financial Aid Office to ensure this action will not affect your Satisfactory Academic Progress and eligibility for financial aid.
- If you are an international student, it is your responsibility to check with the Office of International Services (OIS) to ensure your visa will not be affected.
- If you are a student-athlete, it is your responsibility to check to ensure your NCAA eligibility will not be affected.
- Students may not withdraw from a course in which they have committed an academic integrity violation.