**Course Withdrawal Policy**

The last day to withdraw from a course is the end of the 10th full week of classes for the term or in the case of courses not offered over a traditional semester, prior to completion of seventy-five per cent of the course. Students must request course withdrawal prior to the end of the 4th week for Advanced Practice Pharmacy Experiences (APPEs). It is the student’s responsibility to request the withdrawal. Students wishing to request a withdrawal from a course shall complete the **Request for an Exception to Enrollment Form**. Once approval is granted, the student may **withdraw** by logging into [Pipeline](http://www.pipeline.wayne.edu.).  Instructions can be found at: http://reg.wayne.edu/pdf-policies/students.pdf. See the Academic Calendar (<http://reg.wayne.edu/students/calendar.php>) for specific information on when the withdrawal period ends. When a Course Coordinator receives a course withdrawal notice, he/she must notify the Chair of CAPP by email or in writing. (A Form if provide in the Appendix 1)

Students who withdraw from a course will not be eligible to enroll in any course offered as remediation for students who have unsuccessfully completed a course. Students shall not enroll in any course that requires the withdrawn course as a prerequisite. Exceptions to this policy may be considered in the event of serious medical conditions.

Please note that obtaining an approval to withdraw is not automatic and the decision will be individualized and based on the reasons for requesting the withdrawal from a single course

**Appendix 1**

With respect to completion of this form, please note:

**1. You, your course coordinator and faculty advisor must sign and date this form before it is submitted to the Chair of CAPP.**

2. Reason for Withdrawal and any documentation (i.e., medical reason etc.)

3. Completed forms must be returned to Suite 2190, 259 Mack. Any deadline for receipt of this form imposed by course syllabus must be met or your request will not be considered.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature & Date Advisor Signature & Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Coordinator

CAPP Committee Chair:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Action taken on this request

Leave of Absence Policy

A leave of absence shall be requested by a student when personal circumstances interfere with the student's ability to devote sufficient time to academic pursuits to assure reasonable expectations of success. A leave of absence is requested from and granted by the Dean or designee in consultation with the CAPP. If a student requests and is granted an immediate leave of absence during a term, the student must withdraw from **ALL** courses enrolled in for that term.

A leave of absence must be requested no later than the end of the tenth week of the term, or in the case of courses not offered over a traditional semester, prior to completion of seventy-five per cent of the course.**\*** Students must request a leave of absence prior to the end of the 4th week for Advanced Practice Pharmacy Experiences (APPEs). Students wishing to request a leave of absence should fill out a **Request for an Exception to Enrollment Policy** obtained from the Wayne State University, Registration and Scheduling, 5057 Woodward - 5th Floor, and have the form signed by both their faculty adviser and the Chairperson of the CAPP Committee before forwarding to the Chairperson of Department of Pharmacy Practice or Pharmaceutical Sciences who will then forward to the Dean or designee for review.

A student who takes an unauthorized leave of absence will be considered to have voluntarily withdrawn from the program and may be permitted to return only upon the recommendation of the Admissions Committee in consultation with the CAPP.

**\***Exceptions to this policy may be considered in the event of serious medical conditions.

Approval date: February 23, 2012