

Class withdrawal for W grade

To withdraw a class for a W grade can be done after the add/drop deadline and after midterm examination to 14 days before next semester begins. The withdrawal is for students who took a class, but no longer desire to complete it. The "W" will be shown on the academic record.

⇔ Course withdrawal for W grade can be executed during the specified period. The "W" is shown immediately after withdrawal is confirmed.

 \Rightarrow Each semester, students are not allowed to withdraw course for W grades below required credits as indicated by university. <u>If necessary, request must be submitted for</u> <u>Dean's approval.</u>

→ If withdrawing all classes, contact your faculty for academic leave of absence (excludes summer semester)

→ Once confirmed a course withdrawal, such course leaves no credit (credit = 0). The course with W grade cannot be cancelled out.

1. After log in to the system, click the "course withdrawal for W grade" (on the left tab).

* The terms and conditions page then appears, click the "enrollment" button*



2. All of the enrolled courses are shown on the page. To withdraw a class, click the **"trash"** button located after the class.

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3. The chosen class is moved to the top of the page. <u>There is no fee for W class</u>. Then, click

"confirm enrollment" button (on the left tab).

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4. Click the **"confirm enrollment"** button again to complete the class withdrawal for W grade (once confirmed the enrollment, you are not allowed to make any changes).

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5. You are advised to re-check the result of each withdrawal for W grade in "**enrollment result**". To ensure the successful withdrawal, student should re-log in to the system and click the "**enrollment result**" (on the left tab).





6. The W class has no credit (credit=0) and the withdrawal history appears at the bottom

of the page.

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7. After completed, log out of the system (on the left tab).

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