

1. PURPOSE

Students may withdraw from a course after the end of the drop/add period, but before the mid-semester deadline announced in the University calendar.

2. WHO IS AFFECTED BY THIS POLICY

Undergraduate and graduate students.

3. POLICY STATEMENT

Students may withdraw from a course after the end of the drop/add period, but before the mid-semester deadline announced in the University calendar. Course withdrawals show a grade designation of "W" on the student's transcript, which is not included in the GPA calculation. Withdrawals are considered to be a non-completion of attempted course work, and students who withdraw from courses are not given any refund. Students must use the Course Withdrawal Form that is available on the [Academic Forms](#) webpage to affect a course withdrawal.

4. RESPONSIBILITIES

Students are responsible for requesting a withdrawal by completing the appropriate form. The Office of the Registrar is responsible for processing these forms.

5. APPROVALS & HISTORY

**Last review:** November 3, 2017

**Next review:** November 1, 2020

6. ISSUING OFFICE AND CONTACT

The Office of Academic Affairs  
Tel. +33 1 40 62 06 04  
5, boulevard de la Tour-Maubourg  
Paris, 75007