

## **Withdrawal from a Course and Final Grade**

In order to receive a grade of withdrawal from a course, an MD student must submit the status change form, have it approved by the course instructor, and submitted to the School of Medicine Registrar Office no later than 1:00 pm (ET) the day prior to the last day of class. All other programs in the School of Medicine must notify the course instructor no later than 12:00 pm (ET) the day prior to the last day of the class and/or prior to completion of course requirements. In order to be eligible to receive a grade of withdrawal (W) for a course, a completed and approved status change form (MD program) or an attrition notice (all other SoM programs) must be submitted to the School of Medicine registrar's office no later than 1:00pm (ET) on the day prior to the last day of the class from which they plan to withdraw from.

A grade of withdrawal is not an option after completion of all course requirements or if the proper documentation is not received by the deadline. If a student elects to withdraw, be placed on leave of absence, etc., after the completion of all course requirements, the grade that they received upon completing all course requirements will be applied and will become part of their academic record.

In order to appeal the grade, please refer to the grade appeal policy for your specific program of study. Program policies may be found in the School of Medicine bulletin, <https://medicine.bulletins.duke.edu/>

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CAG Approval

CC Approval