



## 13.99.99.R0.23

### Withdrawals

Approved September 1, 1983

Revised September 3, 2003

Revised March 21, 2011

Next Scheduled Review March 21, 2016

---

## Procedure Statement

---

The university provides a means for students to withdraw from classes in a timely manner should circumstances warrant and to clear their records for a particular semester.

---

## Reason for Procedure

---

This procedure outlines the conditions that apply to the withdrawal from classes.

---

## Procedures and Responsibilities

---

1. A student leaving the university BEFORE THE END of a semester or summer term for which he/she is registered must clear his/her record by filing an application for voluntary withdrawal on a form which can be secured in the Student Access & Success One Stop Shop or online at: [Withdrawal](#). A withdrawal is dropping all courses and not remaining enrolled for the semester.

This action must be taken by the date stated in the [Academic Calendar](#) as the last day to withdraw.

2. Any student who withdraws from the university is subject to the conditions of Scholastic Probation and Dismissal located in the most current editions of the university's undergraduate and graduate catalogs.
3. A student has one year from the first day of the semester to appeal a withdrawal refund. It is the student's responsibility to withdraw from classes PRIOR TO FIRST CLASS DAY if he/she does not plan to attend during the semester in which enrolled.
4. Courses withdrawn will count toward attempted hours and toward the 3-peat, 45/30-hour rules. Withdrawals **do not** count toward the 6-drop rule. (These rules **only** apply to undergraduate students.) Students who have completed a course within a regular term

(subterm courses) and have previously received a grade are not eligible to withdraw. The remaining courses will be processed as drops.

---

## **Related Statutes, Policies, or Requirements**

---

System Policy/Regulation: [Section 13. Students](#)

---

## **Contact Office**

---

University Registrar  
903-886-5068