

TERM WITHDRAWAL POLICY

Students may withdraw from the term during a specified period of time at the beginning of each academic term (see the Bulletin).

A student wanting to withdraw after the published deadlines, must appeal to the appropriate college or the Office of Graduate Studies by completing an appeal for LATE TERM WITHDRAWAL describing relevant extenuating circumstances and attaching supporting documentation.

Caution: Withdrawal and LATE TERM WITHDRAWAL do not remove the obligation of costs incurred by a student during a term. Students should consult the Fee Refund Schedule for refunds and charges. Specific questions regarding fees should be directed to Student Accounts, Dempsey 236, 424-1332.

LATE TERM WITHDRAWAL APPEALS

Decisions on appeals for undergraduate students are made by the college in which the student is seeking a degree. Appeals for graduate students are evaluated by the Office of Graduate Studies, Dempsey Hall 337.

The colleges and the Office of Graduate Studies have different time frames in which appeals are processed and may have different criteria for certain programs or courses. Please check with your academic advisor or the Office of Graduate Studies regarding the criteria.

GENERALLY, appeals for LATE TERM WITHDRAWAL follow these criteria:

An appeal to the withdrawal policy is granted for students facing extenuating circumstances that prevent the completion of a scheduled term or that have caused significant disruption in completing courses.

CIRCUMSTANCES FOR WHICH APPEALS MAY BE GRANTED INCLUDE:

A medical emergency.

A family emergency.

A mental health emergency or problem.

A severe personal problem or situation that has resulted in counseling or other professional help before the appeal.

Other situations that cause significant disruption to a student's term academic progress.

CIRCUMSTANCES FOR WHICH AN APPEAL TO POLICY MAY NOT BE GRANTED:

Reasons based on academic performance:

The student is not doing well in the course/s.

The student is concerned that the course grade will lower their GPA.

The student cannot keep up with the workload in the course/s.

The student does not understand the course material.

The student does not like the instructor/s.

The student did not have the prerequisites for the course/s.

The course/s is/are not required.

The student changed majors/minors or is transferring out and the course/s is/are no longer needed.