



# WITHDRAWAL POLICIES AND PROCEDURES

## Withdrawal from Courses

A student may withdraw from a course during the term beginning with the first day of instruction and ending at the conclusion of the business day on the Friday of the ninth week of instruction (comparable periods will be designated for short terms). A grade of "W" will be assigned to the student during this period.

A student who wishes to withdraw from a class using the period designated for withdrawals should obtain a "Withdrawal Request" form from the Office of the Registrar, complete the request, and submit the completed form to the Office of the Registrar prior to the published deadline.

After the deadline as specified, students who do not complete the course requirements will be assigned an "F" unless circumstances exist beyond the control of the student, as determined by the instructor. In this instance, if 70% of the course work has been completed, a grade of "I" may be assigned by the instructor.

## Withdrawal from the University (all courses for the term)

Authorization for withdrawal from the University for all courses for the current term must be obtained from the Office of the Registrar.

During the term students withdrawing from all courses before the ninth week deadline date will be assigned a grade of "W" in each course. Students withdrawing from all courses after the ninth week and through the last day of instruction will be assigned a "W" or "WF" at the discretion of the course instructor.

## REFUNDS/LIABILITY FOR FEES

### Drop/Add

1. The per credit hour fee shall be fully refunded for each credit hour dropped during the Drop/Add period (see current University Catalog Calendar for dates).
2. The per credit hour fee shall be fully refunded if the student withdraws from the University (all courses for the current term) during the Drop/Add period.

### Withdrawal From All courses Prior to End of Fourth Week of Classes

A refund of 25% of the total fees paid, less the building and capital improvement fee, shall be made when a University withdrawal (withdrawal from ALL courses for the current term) is processed prior to the end of the fourth week of classes (or the adjusted summer or special course deadline). A grade of "WR" will be recorded for each course.

### Special Refunds

In the following instances, the per-credit-hour fee, less the building and capital improvement fee, shall be refunded:

1. involuntary call to active military duty;
2. death of the student or immediate family member (parent, spouse, child, sibling);
3. complete withdrawal of the student from the University due to student's illness of such duration and severity, as confirmed in writing by a physician, that completion of the term is precluded;
4. exceptional circumstances upon approval of the University Fee Appeals Committee.

Students requesting special refunds should contact either the Cashier's Office, Building 20E, or the Office of the Registrar, Building 18.

## FINANCIAL AID

Students receiving financial aid benefits should contact the Office of Student Financial Aid, Building 18, before processing a class or University withdrawal.

## VETERANS

Students receiving veterans benefits should contact the Office of Veterans Services, Building 18, before processing a class or University withdrawal.