

# **WITHDRAWAL POLICY**

## **BEFORE MIDTERM**

Students may withdraw from courses following the drop/add period until mid-term by completing the withdrawal process on BANNER. A withdrawal before mid-term is non-punitive, and a grade of "W" is assigned. However, a student may not exercise this right to withdraw to avoid sanction for academic dishonesty. Instructors may assign a "W" on the proof roll for students not attending class. It is the responsibility of the student to complete the withdrawal process. A withdrawal is official when it is received and processed by the Office of the Registrar.

## **AFTER MIDTERM**

Students will not be allowed to withdraw after the mid-term point of the semester as published in the school calendar as required by Board of Regents' policy; however, students may petition an exception to the Board of Regents' withdrawal deadline for cases of hardship by completing a petition for withdrawal form available in the Office of the Registrar. The petition will become a permanent part of the student's file. If the petition is approved, the instructor may assign a grade of "W" or "WF" after mid-term. Note that "WF" is calculated in the grade point average the same as "F." Any student who discontinues class attendance after mid-term and does not officially withdraw may be assigned a grade of "F."

No fee adjustment will be made for withdrawals except as outlined in the Tuition, Fees, and Costs Section of this Catalog. The Business and Finance Office will receive a copy of the withdrawal form for refunding if applicable.

Students receiving financial aid should be aware that withdrawal from courses may affect continued financial aid eligibility. Refer to the section on Financial Aid Academic Requirements for additional information.

## MEDICAL WITHDRAWAL PROCESS

A student who has an injury or illness that prevents the completion of all classes for that semester may request a Medical Withdrawal through the Dean of Students Office. The Medical Withdrawal process is outlined below. It should be noted that a Medical Withdrawal can only be requested after midterm. A student wanting to withdraw before mid-term must follow the **Withdrawal from Course Policy** outlined in the Undergraduate and Graduate Catalogs. Questions regarding this policy should be directed to the Office of the Registrar (333-5727). It is the student's responsibility to withdraw officially in accordance with university regulations.

### **Medical Withdrawal Process AFTER MIDTERM AND UNTIL THE LAST CLASS DAY OF THE SEMESTER (all paperwork as outlined below must be completed by the last day of the semester)**

- Students must contact the Dean of Students Office and give written permission allowing the Dean of Students Office to withdraw them from **all** of their current semester classes. The Dean of Students Office strongly encourages students to contact their professors/instructors by phone and/or email to notify them of their intention to withdraw.
- Students must provide the following documentation: a letter from the student explaining the circumstances along with medical documentation recommending withdrawal from their physician on their physician's letterhead signed by the physician (documentation on a prescription pad is unacceptable).
- The Dean of Students Office will verify the authenticity of the physician's letterhead.
- The medical withdrawal process cannot begin until both the students' written permission and the physician's documentation have been received and verified.
- The Dean of Students Office will contact professors/instructors via email that the student is withdrawing from their class for medical reasons. This email will include a request from the Dean of Students Office for permission to sign off on the medical withdrawal form for the professor/instructor. **Since this request comes after midterm, the Dean of Students Office will request whether the professor/instructor wishes to assign a grade of W or WF for the course.** It is important that the professor/instructor respond to this request via email because this documentation supports the medical withdrawal.
- The Dean of Students Office will then contact the Department Head of the student's major and the Office of Academic Affairs to request permission to sign off on the student's medical withdrawal form for them.
- The Dean of Students Office will complete Sections A, B, C and D of the withdrawal form and will forward it to the Registrar's Office without medical and supporting documentation. All medical and supporting documentation will be on file in the Dean of Students Office under lock and key.
- Per Health Insurance Portability and Accountability Act (HIPAA) the Dean of Students office **is not** permitted to discuss a student's medical issues with professors/instructors.
- If the documentation proves to be untruthful, the University reserves the right not to grant the request or to revoke the withdrawal.

### **MEDICAL WITHDRAWAL PROCESS AFTER THE LAST CLASS DAY OF THE SEMESTER**

If students were unable to complete the medical withdrawal process before the last day of the semester, they may submit medical documentation to the Dean of Students Office requesting a withdrawal up to thirty working days after grades from the previous semester have been posted. However, at that point, grades will already have been issued for classes, so the request for withdrawal will be sent to the dean of the student's major for coordination with other appropriate deans and faculty members about a possible grade change. **Thirty working days after the conclusion of a semester, NO requests for medical withdrawals will be accepted.**

## HARDSHIP WITHDRAWAL PROCESS

A student who has a family or workplace emergency that prevents the completion of all classes for that semester may request a Hardship Withdrawal through the Dean of Students Office. The Hardship Withdrawal process is outlined below. It should be noted that a Hardship Withdrawal can only be requested **after midterm**. A student wanting to withdraw before mid-term must follow the **Withdrawal from Course Policy** outlined in the Undergraduate and Graduate Catalogs. Questions regarding this policy should be directed to the Office of the Registrar (333-5727). It is the student's responsibility to withdraw officially in accordance with university regulations.

### **Hardship Withdrawal Process AFTER MIDTERM AND UNTIL THE LAST CLASS DAY OF THE SEMESTER (all paperwork as outlined below must be completed by the last day of the semester)**

- Students must contact the Dean of Students Office and give written permission allowing the Dean of Students Office to withdraw them from **all** of their current semester classes. The Dean of Students Office strongly encourages students to contact their professors/instructors by phone and/or email to notify them of their intentions to withdraw.
- Students must provide hardship documentation, including a letter from the student explaining the circumstances along with supporting documentation such as the following: for a death in the immediate family, a verifiable obituary; for a serious illness in the immediate family, documentation recommending withdrawal from a physician on the physician's letterhead signed by the physician (documentation on a prescription pad is unacceptable); for a workplace change, documentation from the employer on the company's letterhead.
- The Dean of Students Office will verify the authenticity of the documentation.
- The hardship withdrawal process cannot begin until both the students' written permission and the supporting documentation have been received and verified.
- The Dean of Students Office will contact professors/instructors via email that the student is withdrawing from their class for hardship reasons. This email will include a request from the Dean of Students Office for permission to sign off on the hardship withdrawal form for the professor/instructor. **Since this request comes after midterm, the Dean of Students Office will request whether the professor/instructor wishes to assign a grade of W or WF for the course.** It is important that the professor/instructor respond to this request via email because this documentation supports the hardship withdrawal.
- The Dean of Students Office will then contact the student's Department Head of their major and the Office of Academic Affairs to request permission to sign off on the student's hardship withdrawal form for them.
- The Dean of Students Office will complete Sections A, B, C and D of the withdrawal form and will forward it to the Registrar's Office without medical and supporting documentation. All supporting documentation will be on file in the Dean of Students Office under lock and key.
- If the documentation proves to be untruthful, the University reserves the right not to grant the request or to revoke the withdrawal.

### **HARDSHIP WITHDRAWAL PROCESS AFTER THE LAST CLASS DAY OF THE SEMESTER**

If students were unable to complete the hardship withdrawal process before the last day of the semester, they may submit hardship documentation to the Dean of Students Office requesting a withdrawal up to thirty working days after grades from the previous semester have been posted. However, at that point, grades will already have been issued for classes, so the request for withdrawal will be sent to the dean of the student's major for coordination with other appropriate deans and faculty members about a possible grade change. **Thirty working days after the conclusion of a semester, NO requests for hardship withdrawals will be accepted.**