

WITHDRAWAL POLICY

I. PURPOSE

This policy outlines the various categories and associated grades for student initiated course withdrawals. Additionally, this policy outlines withdrawals from courses under emergency or medical conditions, and in circumstances where students have not withdrawn but course instructors and the institution deem it appropriate for withdrawal under conditions outlined by Board or University policies.

II. POLICY

A. Administrative Withdrawal

The Registrar (or designee) may officially withdraw a student from any or all courses consistent with established Board of Trustees Regulations and University policies. This includes formal notification by faculty and advisor that a student has missed all their courses before the conclusion of the drop period. The copy of the notification is also sent to the student.

B. Student-Initiated Withdrawal

If students simply stop attending a course, students are not withdrawn from that course. It is the student's responsibility to withdraw from their courses. A student may officially withdraw from any scheduled course(s) through the dates specified in the university's course schedule. Students should consult with their advisor, or review the Course Withdrawal checklist available through both their advisor and the Registrar, and, if relevant, consult with the Office of International Services to consider implications of course withdrawal that might affect their financial aid and VISA status.

1. *Student-Initiated Withdrawal Categories*

i. Drop

Students who find it necessary to drop a course may do so online via the GSU portal by the published drop deadline with no penalty or record on their transcript.

ii. Withdrawal

Students who find it necessary to withdraw from a course may do so online via the GSU portal by the published withdrawal deadline. A grade of "W" will appear on the transcript, and all associated tuition and fees will apply.

iii. Late Withdrawal

Students who find it necessary to drop a course after the withdrawal deadline may petition for a late course withdrawal through the Registrar's Office. A late withdrawal requires a completed form and instructor approval. Approved late course withdrawals will have a grade of "WP" or "WF" assigned, which will appear on the student's transcript; tuition and fees apply.

2. *Withdrawal Grade Options*

- i. W: Withdrawal. Authorized withdrawal. This grade is recorded for student-initiated withdrawals within established University deadlines.
- ii. WP: Withdrawal Passing. When a student who is granted a late withdrawal is receiving a passing grade in the course, a WP is recorded.
- iii. WF: Withdrawal Failing. When a student who is granted a late withdrawal is receiving a failing grade in the course, a WF is recorded.
- iv. AW: Withdrawal by the Registrar. This grading status does not impact a student's grade point average. It is used at the faculty's discretion when a student has attended or actively participated in a class without completing requirements or officially withdrawing.
- v. W grades (W, WF, WP, AW) are not included in student GPA calculations.

C. *Emergency or Medical Withdrawal*

A student may request and be considered for an emergency or medical leave by the Dean of Students (or designee) when extraordinary circumstances, such as a serious illness, injury, or hospitalization prevents the student from continuing classes. The severity and duration of the problem must be such that it would not be reasonable to expect the student to be able to make up the missed work. The Emergency & Medical Leave process covers both physical and mental health issues as well as military deployment.

D. *Refunds*

Students who drop courses on or before the published full refund deadline are entitled to a full credit of tuition and fees. A course withdrawal after the 100 percent deadline does not qualify for a refund. Refunds of tuition and fees after the 100 percent refund deadline may be made in the case of: (a) an Emergency or Medical Withdrawal, (b) the student's death, or (c) a remedy award granted from a successful grievance (see Policy 5: Grievance Policy).

E. *University Withdrawal*

A student may officially withdraw from the University through the Registrar's Office before their classification as a continuing student ends (see Policy 32: Continuing Student Status). Students may drop all courses through the online portal before the start of the semester/term. Once classes begin, to completely withdraw from the University, students must do so through the Registrar's Office. Students who do not withdraw, but remain unregistered for courses as outlined in Policy 32 (Continuing Student Policy) are automatically withdrawn from the University.

III. *ACKNOWLEDGEMENT*

The University acknowledges and credits documents from the following in the re-writing of this document: University of Illinois Springfield, Southern Illinois University Edwardsville and Western Illinois University.

IV. RESPONSIBLE PARTY

The Provost or their designee is responsible for establishing procedures for this policy.

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