

# Student Services Manual (SSM)

## SSM 201–08: Withdrawal from Classes—General Policy

Effective: 8/15/1983

Revised: 11/1/2023

### Purpose

To allow a student to withdraw from one or more classes or from all classes

### Sources

University Registrar Services

University Senate

Financial Aid and Scholarship Services

Educational Outreach and Student Services (EOSS)

University Libraries

### Policy

A drop/withdrawal request made after the drop deadline but by the course withdrawal deadline is considered a withdrawal. A withdrawal will remove the class from the student’s current schedule and will result in a grade of ‘W’ on the academic transcript. The grade of ‘W’ has no impact on the GPA.

Any appropriate refunds are issued based on the published Refund Schedule and the withdrawal date.

### Course Withdrawal

Course withdrawal deadlines are established for each session. In the fall and spring terms, students may withdraw from individual courses during the first 10 weeks of session C classes and the first three weeks of sessions A/B. In the summer term, students may withdraw from individual courses during the first three weeks of sessions A/B/C. Classes with alternate begin and end dates, also called dynamically dated classes, will have an adjusted withdrawal schedule.

The course withdrawal deadline is the last day to request a withdrawal from a class while staying enrolled in other classes in the same session. A withdrawal from a class after this date is only available as part of a complete session withdrawal (see below).

### Complete Withdrawal

A student may withdraw from all classes in a session through the transaction deadline or the last day of classes for any given semester. A grade of “W” is awarded for each class from which the student withdraws.

The complete withdrawal deadline is the last day to request a complete session withdrawal from a session. As part of a complete session withdrawal a student must withdraw from all of the enrolled classes in the session.

## Procedure

### Course & Complete Withdrawal Requests

To withdraw from one or more, but not all, classes during the course withdrawal period (as published in the [ASU Academic Calendar](#)), a student may:

1. withdraw online via [My ASU](#)

or

2. submit a completed Withdrawal Request form with a photo ID to any University Registrar Services location.

Classes from which the student withdraws will remain on the student's transcript with a grade of "W." Any appropriate refunds are issued based on the published Refund Schedule and the withdrawal date.

### Withdrawal Deadlines

Refer to the ASU Academic Calendar for specific deadline dates.

Course withdrawals submitted after the course withdrawal deadline, but prior to the semester transaction deadline, require college approval from a dean's designee authorized to approve late transactions.

A withdrawal requested after the complete withdrawal deadline, must be requested as an Academic Record Change.

### Cross-Reference

For more information about withdrawing from classes or from the university, see:

1. [SSM 201-09](#), "Withdrawal from Classes for Medical/Compassionate Reasons"  
and
2. [SSM 201-14](#), "Withdrawals after the Published Deadline."