SSM 201–08: Withdrawal from Classes—General Policy

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
Depending on the date of the withdrawal, classes from which a student withdraws may receive a grade of “W.” Any appropriate refunds are issued based on the published Refund Schedule and the withdrawal date.

Course Withdrawal
During the first 10 weeks of the fall or spring semester, or the first three weeks of a summer session, a student may withdraw from a class or classes and receive a grade of “W.” Classes with alternate begin and end dates will have an adjusted withdrawal schedule, and students may need to submit the Withdrawal Request in person at University Registrar Services.

Complete Withdrawal
A student may withdraw from all of his or her classes (the student will no longer be enrolled in any classes for the specified semester) through the transaction deadline or the last day of classes for any semester. A grade of “W” is awarded for each class from which the student withdraws.

Procedure
Course Withdrawal
To withdraw from one or more, but not all, classes during the course withdrawal period (as published in the University Registrar Services’ Semester Calendar), a student may:

1. withdraw on the Web at My ASU (beginning the first day of the fall and spring semesters, undergraduate students must initiate a complete withdrawal in person)

   or

2. submit a completed Withdrawal Request form with a photo ID to University Registrar Services and wait to receive a revised schedule/billing statement to verify transaction completion before leaving the site.
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.

**Complete Withdrawal**

To withdraw from all classes during the complete withdrawal period (as published in the [University Registrar Services’ Semester Calendar](#), a student may:

1. withdraw on the Web at [My ASU](#) (beginning the first day of the fall and spring semester, undergraduate students must initiate a complete withdrawal in person).
2. submit a completed Withdrawal Request form with a photo ID to University Registrar Services and wait to receive a revised schedule/billing statement to verify transaction completion before leaving the site.

Complete withdrawals processed on or after the first day of classes will result in the classes remaining on the student’s transcript with a grade of “W” for each class. Any appropriate refunds are issued based on the published Refund Schedule and the withdrawal date.

Complete withdrawals processed prior to the first day of classes will result in all classes for the specified semester being removed from the transcript. The student must apply for readmission to register for a future semester.

**Withdrawal Deadlines**

Course withdrawals may be processed without college approval through the tenth week of fall and spring semesters and through the end of the third week of a summer session. Refer to the [University Registrar Services’ Semester 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.

Complete withdrawals are processed through the semester transaction deadline, which is the last day of classes for any semester. Refer to the [University Registrar Services’ Semester Calendar](#) for specific deadline dates.

A withdrawal requested after the complete withdrawal deadline, which corresponds to the semester transaction 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”
2. SSM 201–14, “Withdrawals after the Published Deadline.”