Student Services Manual (SSM)

SSM 201–14: Withdrawals after the Published Deadline

Effective: 4/15/1988

Revised: 3/1/2007

Purpose
To allow a student to obtain a class withdrawal or a complete withdrawal from the university after the class or complete withdrawal deadline, but before the final transaction deadline for the semester, as published in the online University Registrar Services’ Semester Calendar

Source
University Registrar Services

Procedure

Course Withdrawal
A student who wishes to withdraw from a class or classes, but still remain registered in at least one class, must:

1. complete a Withdrawal Request, available at University Registrar Services;
2. obtain the authorized signature from the college offering the class (signature and date of approval required); and
3. submit the approved request to any registrar site for processing.

Complete Withdrawal from the University
A student who wishes to completely withdraw from the university after the transaction deadline for the semester has passed must submit a petition for an Academic Record Change through the college offering each course in which the student is enrolled.

Cross-References
See also:

1. SSM 104–05, “Involuntary Withdrawal from the University in Special Circumstances,”
2. SSM 201–08, “Withdrawal from Classes—General Policy,”

and

3. SSM 201–09, “Withdrawal from Classes for Medical/Compassionate Reasons.”