

# 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.”