## WITHDRAWAL POLICY

### I. Official Withdrawal from Courses

- A. A student may officially withdraw from any or all scheduled course(s) through the dates specified in the university's course schedule.
- B. The Registrar may officially withdraw a student from any or all courses consistent with established Board of Trustees Regulations and University policies.

## II. Academic Record

Official withdrawals will not be included in calculating a student's cumulative grade point average or academic good standing.

### III. Refunds and Procedures

Official student or University withdrawals will be subject to the University's tuition refund policy and withdrawal procedures, which are stated in the *Catalog*.

# IV. Petition for Exception

No withdrawals will be accepted after the specified deadlines, unless approved by the Registrar. A student may petition for an exception to the specified deadline in writing to the Registrar. A recommendation from the faculty member or division chair is required as part of this petition. In consultation with the faculty member or division chair, the Registrar will make a determination. The advisor, in addition to the student, will be notified of the decision of the Registrar. In the event the petition is rejected, the student may appeal to the Dean of Students.

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