

Official Withdrawal Policy

Summary

This policy describes the various types of withdrawals available at CSU.

Purpose

The policy outlines the types of withdrawals and the related consequences for each.

Policy

Official Withdrawal from Semester

An "official withdrawal" occurs when a student withdraws from all courses for that semester. Depending on the date of the student's "official withdrawal", it may be necessary for the University and/or the student to return some or all of the financial aid the student received during the term. Tuition and fee charges will be prorated at a percentage calculated depending on the official date of withdrawal. The refund schedule is posted online in Cougarnet.

At the end of each semester we will identify any such students which may result in the University requiring the student to repay all financial aid received for the term.

Dropping and Course Withdrawals During the Drop/Add Period

Students may drop one, some, or all of their classes during the Drop/Add period (as specified by the official calendar). Courses dropped in this manner do not appear on a student's transcript and are not considered as hours attempted for financial aid purposes. No grade is assigned for such courses. Tuition payments received will be refunded at 100% for classes dropped during the drop add period.

Dropping and Course Withdrawals During the Semester & Before Withdrawal Deadline

Students who withdraw from courses before the withdrawal deadline (as specified by the official calendar) will receive a grade of W. Withdrawals from courses after the withdrawal deadline will result in a grade of WF. Students will not be able to withdraw from their coursework if they have an active financial or registration hold on their record.

Hardship Withdrawals

If a student experiences significant personal hardship (e.g., medical or family emergency, prolonged illness), the Office of the Dean of Students can approve a hardship withdrawal from all courses in the term for which a student is currently registered. In the case of an approved hardship withdrawal from all courses, the Registrar will assign grades of W for

those classes. The instructor will be informed of the assignment of the W grade. The deadline for final approval of a hardship withdrawal by Dean of Students is the last day of classes for the semester. If the hardship withdrawal process is not complete by the last day of classes, a student must appeal for a retroactive hardship withdrawal from the Academic Standard Committee.

Tuition and fee charges will be prorated at a percentage calculated depending on the official date of withdrawal. The refund schedule is posted online in CougarNet.

A hardship withdrawal cannot ordinarily be used to withdraw selectively from some courses while remaining enrolled in other courses. Selective withdrawal will be permitted only under exceptional circumstances.

All probation and exclusion rules apply regardless of the circumstances of the withdrawal.

Reductions In Attempted Hours

No refund is available for a reduction in hours due to individual course withdrawals that occur after the drop/add period.

Students should be aware that a reduction in their hours might result in the loss of full-time student status and thus affect their financial aid, scholarships, athletic and ticket eligibility, University housing accommodations, use of University resources and access to University facilities, immigration status for international students, Veterans Educational Benefits. Students should contact the appropriate office and their academic advisor with questions about the impact of their withdrawal from a course before initiating a withdrawal. Students who are returning from academic dismissal are advised to consult with their academic advisor prior to withdrawal because violation of the minimum enrollment requirements can lead to a second dismissal from the University. Veterans and dependents of veterans who receive educational benefits must notify the Veterans Affairs Office of any course load reductions.

Withdrawal for Non-attendance

Non-Attendance does not constitute a withdrawal. Instructional departments may request an administrative withdrawal if the student has excessive absences in a course. The term "excessive absences" is defined in the syllabus for the course. The grade assigned for an excessive absence is a WF.

When Students Fail to Earn a Passing Grade in Any of Their Courses

Federal regulations require students who have been awarded any type of federal student aid to fulfill their academic requirements. Occasionally a student will receive all "F" and/or "WF" grades for a term and we are required to determine if the student "unofficially withdrew" from the University. An "unofficial withdrawal" occurs when a student stops attending all classes and stops participating in any academic activities

beyond the date he/she last attended classes.

At the end of each semester we will identify any such students which may result in the University requiring the student to repay all financial aid received for the term.

Course withdrawals

from

<https://academics.columbusstate.edu/catalogs/current/regulations/undergraduate/index.php#attendance>

Students who wish to drop a course after the official schedule change period has ended must officially withdraw from the course. Students must withdraw via the web by using [CougarNet](#) and the Enrollment Services Tab.

A student charged with academic dishonesty may not withdraw from the course in which the alleged offense occurred unless the charge has been overturned through the appeals process. The CSU Office of Judicial Affairs may be consulted for more information about filing an appeal.

Students that have been reported to the registrar as excessively absent will not be permitted to withdraw from the course.

A grade of WF will be assigned when the student withdraws online past the published deadline, or when the student submits a roll correction form after the deadline. A student may appeal the assignment of a WF grade by submitting the Grade Appeal Form to the Office of the Registrar once all appropriate signatures and substantiating documentation have been obtained. The appeal will then be forwarded to the Academic Standards Committee for review. The Committee will notify the student of the decision rendered.

Students may not withdraw from a required learning support course with a grade of W while remaining in degree level courses. To remain in degree level courses, the grade in the learning support course must be a WF and would be considered a learning support attempt. A grade of W will not affect a student's GPA. However, withdrawing from classes could affect a student's future enrollment status, especially for those receiving financial aid. It is the student's responsibility to determine the impact withdrawing from classes would have on academic standing and degree progress. Refer to <http://registration.columbusstate.edu> for specific dates and additional information regarding course withdrawal.

Administrative withdrawal

An academic dean may withdraw a student from a course when, in consultation with the instructor, the dean determines that the student has not satisfied the prerequisites for the course.

Related USG Policy

3.5 Grading System

Last Update

N/A

Responsible Authority

Office of the Registrar