

# **S73-15 WITHDRAWAL FROM THE UNIVERSITY**

## **Legislative History:**

**Document dated May 15, 1973.**

**The Academic Council at its meeting of April 9, 1973 passed the following policy as presented by Dr. R. Spicher, Chairman, Instruction and Research Committee,**

## **ACTION BY UNIVERSITY PRESIDENT:**

**"Approved." Signed: John H. Bunzel, May 15, 1973.**

## WITHDRAWAL FROM THE UNIVERSITY

S 73-15

### RESOLVED :

Currently enrolled students who find it necessary to withdraw from the University because of personal, academic, or other problems should notify the Registrar immediately. Withdrawal is accomplished by submitting a signed "Request for Withdrawal" form, available in the Registrar's office. (This form may be requested by mail.) Requests will be processed as of the date this signed form is received in the Office of the Registrar. No personnel actions, grades, transcripts, or re-enrollment will be permitted until all encumbrances have been removed.

### RESOLVED :

A student considering withdrawal is encouraged to discuss the matter with his department chairman, academic advisor, and all instructors involved. He should be aware of the additional sources of assistance available to him in the Student Personnel Office. Students who leave the University but who do not officially withdraw will receive a grade of "F" (Failure) in all of their classes.

### RESOLVED :

The following regulations will apply to Withdrawal from the University:

1. Students who withdraw officially from all courses during the first four weeks of instruction may do so without academic penalty (no grading symbol will be recorded) if the approved withdrawal form is filed with the Registrar by the end of the fourth week.
2. Withdrawals after the fourth week and through the thirteenth week of instruction is permissible only for serious and compelling reasons. Permission to withdraw from the University during this time period is to be granted only with the approval of the major department chairman.
3. After the fourth week and through the thirteenth week of instruction, a student receiving permission to withdraw from the University will receive the symbol "W" for all courses in which he is enrolled. This symbol carries no connotation of quality of student performance and is not used in calculating grade point average or progress points.
4. Withdrawals from the University shall not be permitted after the thirteenth week of instruction except in cases such as accident or serious illness where the cause of withdrawal is due to circumstances clearly beyond the student's control and the assignment of an incomplete is not practicable. Ordinarily, withdrawals in this category will involve total withdrawal from the campus, except that credit, or an incomplete, may be assigned for courses in which sufficient work has been completed to permit an evaluation to be made. Requests for permission to withdraw under these circumstances are to be handled and filed as indicated above, except that such requests also must be endorsed by the Dean of Undergraduate Studies, or the Dean of Graduate Studies and Research before permission to withdraw may be approved. If permission for withdrawal is approved, the symbol "W" will be assigned for all courses in which the student was not eligible for incompletes or credit.
5. Students who are officially registered and who then withdraw officially are considered continuing students and are not required to file an application for admission to the following regular semester. A student will not be eligible to re-enroll or receive grades or transcripts until all obligations to the University have been settled.