

WITHDRAWAL FROM THE UNIVERSITY

Any student who finds it necessary to withdraw from all semester credit hour classes must formally withdraw through the Office of Student Life (<http://www.twu.edu/student-life-office/default.asp>) on the Denton campus. Students enrolled in classes at Dallas or Houston who have questions about the withdrawal process may wish to consult with the Assistant Director of Student Life on their campus before withdrawing. Graduate students are strongly encouraged to discuss any plans to withdraw with their academic department prior to withdrawing to make certain that they understand the academic implications. Because withdrawing may also have significant implications for international student visas, student financial aid and awards, as well as contracts with University Housing and Dining, students are also encouraged to contact these offices as appropriate before finalizing any withdrawal plan. The effective date of withdrawal is the day upon which the completed online Request for Withdrawal Form (https://twu.edu/media/documents/student-life-office/Withdrawal_Form.pdf) is received from the student and approved by the Student Life Office.

Withdrawal requests must be submitted by the withdrawal deadline for the term in which the student seeks to withdraw, as posted in the term's academic calendar (<http://www.twu.edu/registrar/academic-calendars>). Please visit the Bursars website (<http://www.twu.edu/bursar>) for specific refund dates. For forms and additional information about withdrawing from the University, please visit the Student Life Withdrawal Information website (<https://twu.edu/student-life-office/withdrawal-information>).

A student who withdraws on or before the census date of a term will have no record of coursework on her or his transcript. A student who withdraws after the census date of a term and before the last day to drop without penalty will receive a grade of W. After the last date to withdraw without penalty the grade of W or WF is assigned by the instructor.

Medical Withdrawals

Students who wish to withdraw (dis-enroll from all classes) for a health or medical reason who are not seeking to have their withdrawal backdated to an earlier date in the semester are **not** required to formally petition to medically withdraw. They may follow the withdrawal process outlined above. However, a student who has experienced an extraordinary health circumstance which began to impede their functioning at an earlier date in the current semester, and who wishes to have the withdrawal reflect that earlier date, may submit a formal petition to medically withdraw (<https://twu.edu/student-life-office/withdrawal-information>).

To petition, the student must submit to the Vice President for Student Life or her or his designee the Term Withdrawal Form (https://twu.edu/media/documents/student-life-office/Withdrawal_Form.pdf), along with official medical documentation from their treating physician. The documentation must substantiate: the presence of a serious health condition; that the condition impedes academic functioning in the term from which the student is seeking withdrawal; and indicate the approximate date the condition began to impede the student's academic functioning. If the petition is approved, the information in these documents will be used to determine the effective date of withdrawal. Students will be permitted one appeal of the petition decision. These appeals will be reviewed by the Withdrawal and Drop Appeals Committee. The Committee's decision is final. A medical withdrawal does not qualify a student for an automatic grade of W. The instructor will assign a W or WF based on the student's

standing in the course at the time of withdrawal. If approved, the student may be eligible for a tuition refund based on that date. It is important to note that financial aid recipients may owe back aid received in the current semester if they are approved for a backdated withdrawal. Because withdrawing may have significant implications for international student visas, student financial aid and awards, as well as contracts with University Housing and Dining, students are encouraged to contact these offices as appropriate before finalizing any withdrawal plan.

Retroactive Withdrawals

A student is expected to withdraw during the semester in which they are enrolled. When the semester is over, the record on that semester is closed. However, under extraordinary circumstances a student may petition to retroactively (after the completion of classes for that semester) withdraw for medical or other compelling reasons. Retroactive petitions will only be considered through the last day of class **one term** beyond the semester from which the student is seeking to withdraw. The student must be able to provide official documentation that substantiates that they experienced an "urgent, substantiated, non-academic medical or other compelling circumstance (e.g., debilitated due to a serious health condition or circumstance; other documentable serious family emergency; military service; etc.) that rendered them unable to withdraw during the semester from which they are seeking to retroactively withdraw. To petition, a student must submit to the Vice President of Student Life or her designee a Term Withdrawal Form (https://twu.edu/media/documents/student-life-office/Withdrawal_Form.pdf), a narrative outlining the condition or circumstance which prevented withdrawal during the term, and official third party documentation verifying the condition or circumstance and when it began. The information in these documents will be used to determine the effective date of withdrawal. When a retroactive withdrawal is approved, the student may be eligible for a pro-rated tuition reimbursement based upon the effective date of the withdrawal. Students will be permitted one appeal of the petition decision. These appeals will be reviewed by the Withdrawal and Drop Appeals Committee. The committee's decision is final. It is important to note that students who were financial aid recipients may owe back aid received in the previous semester if they are approved for a retroactive withdrawal. Because withdrawing may have significant implications for international student visas, student financial aid and awards, as well as contracts with University Housing and Dining, students are strongly encouraged to contact these offices as appropriate before finalizing any withdrawal plan. A retroactive withdrawal does not qualify a student for an automatic grade of W. The instructor may assign a W or WF based on the student's standing in the course at the time of withdrawal.

Students Called to Active Duty

Texas Education Code 54.006(f) indicates, "Beginning with the summer semester of 1990, if a student withdraws from an institution of higher education because the student is called to active military service, the institution, at the student's option, shall: (1) refund the tuition and fees paid by the student for the semester in which the student withdraws; (2) grant a student, who is eligible under the institution's guidelines, an incomplete grade in all courses by designating 'withdrawn-military' on the student's transcript; or (3) as determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of coursework and who has demonstrated sufficient mastery of the course material."

If you are called to active duty, then you have the following three options:

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1. Withdrawal with a full refund of eligible tuition and fees;
2. Incomplete grades with a deadline for completion of one year after the end of the active duty assignment;
3. Or a final grade if the material was sufficiently mastered, as determined by the instructor.

You should meet with your instructor(s) to decide if an Incomplete or final grade is warranted. Eligible students under this provision must produce a copy of his or her military orders.

Refunds upon Withdrawal from the University

The following schedule has been adopted for refunds of tuition and fees upon withdrawal from the University during the long fall, spring or summer semesters:

- Prior to the first day of class.....100%* (see University Calendar (<http://www.twu.edu/registrar/academic-calendars.asp>))
- During the first five class days of the semester.....80%
- During the second five class days of the semester.....70%
- During the third five class days of the semester.....50%
- During the fourth five class days of the semester..... 25%
- After the fourth five class days of the semester.....None

*100% except for non-refundable fee

No part of tuition or fees is returned after the fourth week of the long fall, spring or summer semesters.

The following schedule has been adopted for refunds for tuition and fees upon withdrawal from the University during any short summer or mini term:

- Prior to the first class day of each short term.....100%
- During the first class day of each short or mini term.....80%
- During the second class day of each short or mini term.....50%
- Third class day of each short or mini term and thereafter.....None