

# 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. 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. Students are also advised to discuss any withdrawal plan with their academic advisor. The effective date of withdrawal is the day upon which the completed online Request for Withdrawal Form (<https://apps.twu.edu/RegistrarForms/Home/>) 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 Student Life Office Withdrawal Information (<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 will receive a grade of W.

A student may petition for a late drop or withdrawal when incapacitating circumstances, such as serious illness, injury, or extenuating life circumstances, prevent the student from continuing classes or from seeking academic withdrawal the usual way during a term. The petition must be accompanied by official documentation of the circumstance. These petitions cover serious health conditions, physical or mental, as well as significant extenuating life circumstances, such as the serious illness or death of a family member. If approved, the Registrar will assign grades of "W" to the indicated semester or courses. (Before seeking late drop or withdrawal, students are encouraged to explore other options such as incomplete grades).

## Purpose

The primary purpose of these petitions is to offer students, who have experienced an incapacitating circumstance that can be sufficiently documented, a pathway to withdraw from a term with a "W" grade beyond the official last date to drop or withdraw that is outlined in the academic calendar. This policy is not intended to be used as a mechanism to avoid failing grades or the removal from an academic program due to unsatisfactory performance and will not result in a refund. Withdrawals approved under this policy will be effective the date the completed petition was submitted to Student Life. They will not be backdated to an earlier date in the term. Therefore, students need not petition prior to the official last date to drop or withdraw that is outlined in the academic calendar.

## Financial and Academic Implications

Withdrawals and drops approved through this process will be effective the date they are submitted and will not be backdated to an earlier time in the term. Any refund of tuition and fees will be in accordance with the Texas Education Code and the university's refund policy for withdrawal and dropped courses which is outlined in the academic calendar. The student is responsible for the payment of any outstanding charges to the university including but not limited to tuition, fees, housing, parking, and other expenses. Additionally, it is the responsibility of the student to be aware of and understand the implications of withdrawal/drop on their academic standing in their program (e.g., impact on student employment), their financial aid, and their university bill. See the Withdrawal Information website (<https://twu.edu/student-life-office/withdrawal-information/>) to read more about the withdrawal refund policy.

## Medical Withdrawal/Drop Petitions

When a serious health condition or injury impedes a student's ability to function academically, students may submit a petition for medical withdrawal to the Office of Student Life ([studentlife1@twu.edu](mailto:studentlife1@twu.edu)) which should include:

- a brief narrative about the circumstances resulting in the request including how the condition impedes academic functioning in the term; if the request is limited to some but not all courses in the term (e.g., a medical drop request), how the condition differentially impedes the students functioning in this course(s) but not others.
- supporting documentation from a treating health care provider(s) on official letterhead which should include the dates of onset and date of most recent treatment of the condition; the general nature of it and how/why it prevents the completion of course work; if the request is limited to some but not all courses in the term (e.g., a medical drop request), how the condition differentially impedes the students functioning in a particular course(s) but not others.
- a signed withdrawal or drop form for the semester/courses from which the student is seeking to dis-enroll.

## Petitions for Withdrawal for Extraordinary Extenuating Circumstances

Students may request and be considered for withdrawal when extraordinary personal reasons, not related to the student's personal health, prevent them from completing the term. Such circumstances may include the need to provide care to a seriously ill or injured family member or the death of an immediate family member. Petitions should be submitted to the Office of Student Life and should include:

- a brief narrative describing the nature of the extenuating circumstance and how/why it impedes academic functioning in the term or courses; if the request is limited to some but not all courses in the term (e.g., a late drop request), how the condition differentially impedes the students functioning in this course(s) but not others.
- supporting documentation which verifies the circumstance and the impact on the student. In the instance that it is related to the need to care for an immediate family member, this would include official medical documentation from a treating health care provider outlining the nature of the health condition/injury, the date of onset and most

recent treatment, and the need for a level of care by the student that would preclude their continued enrollment.

- a signed withdrawal or drop form for the semester/courses from which the student is seeking to dis-enroll

**Petitions for medical withdrawal/drop and extraordinary extenuating circumstances are due to Office of Student Life no later than 5 pm on the last day of class of the current semester. Petitions not received by this deadline will not be considered.**

## Retroactive Withdrawal Petition

Students are expected to withdraw during the semester in which they are enrolled and experiencing difficulty. When the semester is over the record on that semester is closed. However, a student may petition for a retroactive withdrawal when they have experienced an incapacitating health condition, injury or extraordinary extenuating circumstance that would have reasonably prevented them from withdrawing during the term in which they were enrolled. Retroactive course drops will not be considered. Petitions should be submitted to the Office of Student Life **no later than 5 pm on the last day of class two semesters beyond the term from which they are seeking to withdraw** (summer is counted as one term) and should include:

- Brief narrative describing the incapacitating circumstance that prevented the student from withdrawing during the semester from which they are seeking to withdraw.
- Supporting documentation on the official letterhead of a health care provider or other credentialed professional verifying the circumstance, it's incapacitating nature and the date it began.
- Signed withdrawal form for the semester from which the student is seeking to dis-enroll Review Process: Students should submit complete petition information as they will be reviewed once by the Associate Vice President for Student Enrichment Health and Support, in consultation with the Directors of Student Health Services and Counseling and Psychological Services as needed. Students may submit one appeal of that decision which will be reviewed by the Vice President for Student Life.

Before finalizing any plan to drop or withdraw from classes Students are strongly encouraged to consult with their academic advisor.

Financial aid recipients should contact the Financial Aid Office to determine how the change will affect their current aid and eligibility for future aid. For example, a student may be required to repay part or all of the financial aid funds received during the semester.

International students should contact the Office of International Education so that the office can explain how the process may affect immigration status.

You are advised to contact the Bursar's Office if you owe fees or loans to the University.

If you live on campus, you are advised to contact University Housing and Residence Life to make arrangements for vacating your room If you have questions about the withdrawal process, please contact the Office of Student Life.

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; 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:

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.