IMPORTANT: Withdrawing from the semester can affect a student in a variety of ways in which
the SHS and CCSD are not able to counsel or advise. These include, but are not limited to: health
insurance eligibility, Financial Aid status, scholarships, departmental standing for certain majors,
athletics’ status, etc. The student should check with the applicable offices to clarify how his/her
particular circumstances will be affected by withdrawal.

Each semester, the university issues a date up to which students can drop a course or withdraw
themselves without grades. This deadline is about five weeks into each regular academic semester
(earlier in summer terms). This deadline is set with the idea that students have a period of time to decide
their ability or level of commitment to individual courses or the whole course load for the semester. Once
this deadline has passed, it is assumed that the student has made a commitment to completion of the
semester. Only in exceptional circumstances can this implied contract be broken.

Types of Withdrawal:

Self-withdrawal

A student is able to withdraw him/herself until the last day of classes each semester with grades.
This means that any course that the student is passing will earn a Withdraw Passing (WP) grade. No
credit will be earned for the course, but nothing will count against the student’s cumulative GPA. Any
course that the student is failing will earn a Withdraw Failing (WF) grade. Again, no credit will be
earned, but the hours will count against the student’s cumulative GPA.

Voluntary Medical/Psychological Withdrawal*

For a student who is impaired and wishes to petition for withdrawal without grades, he/she may apply
for either a medical or psychological withdrawal if the medical or psychological condition he/she
experienced significantly impaired his/her ability to function as a student.

1. Medical Withdrawal: students who are unable to complete their course work for the semester due
to medical problems so that students are able to adequately address their medical needs without
the additional strain of academic course work. Requests will be evaluated by the professionals in
Student Health Service (SHS).

2. Psychological Withdrawal: requires a condition that would typically involve inpatient
hospitalization or a history of or ability to document ongoing psychological treatment. Requests
will be evaluated by the professionals in the Center for Counseling and Student Development
(CCSD).

Late Withdrawal Requests

For withdrawals that are requested in the last three weeks of the semester, the aforementioned
process will be followed but a committee will review the application for withdrawal. The student must
sign a release of information form giving permission for all committee members to review supporting
documents. For approval, there must be a clear and reasonable explanation as to why the student
was unable to apply for the withdrawal during the appropriate aforementioned timeline.

* Contact the SHS Administrative Assistant for more information concerning the withdrawal process
at 252-328-6841 and select option 9.