

Total Withdrawal

Procedures:

The following ensure that a student's future standing with the University is met, as student has the right to officially withdraw:

1. Withdrawal forms are picked up at the Customer Service Counter located on the second floor of the Bell Building.
2. The form requires the signature of the Academic Department, the Comptroller (Student Accounting), Financial Aid and the Office of the Registrar.
3. The student returns the form to the Office of the Registrar for processing. Form is processed on SFAREGS. The student will receive a grade of "W".
4. A student may withdraw during the period of the initial course selection and the 12th class day of full terms and the 4th class day of summer terms and no grade will be recorded. (TX code)
5. After the twelfth or fourth class day, a student may drop a course without penalty at any time prior to the first Friday in November for the Fall semester and the first Friday in April for the Spring semester and the 15th class day of the summer terms. A grade of "W" will be recorded.(TW)
6. Students cannot totally withdraw from the University on the Web, they must obtain the withdrawal form from the Office of the Registrar and the form must be returned to the Office of the Registrar for processing. (Refer to current student catalog).
7. Students may withdraw from the University up to the last two weeks prior to the last class day, for reasons other than academic.
8. A student may withdraw from the University after this period of time for extenuating circumstances beyond their control with the approval of the Dean of Students and or The Provost with supporting documentation. The withdrawal is posted with a code of "AW" or "TW".