

Policy Number	108.003
Policy Title	WITHDRAWAL POLICY
Responsible Officers	University Registrar
Responsible Offices	Office of the University Registrar
Summary	The following policy outlines procedures for student withdrawal from courses after the published drop/add date.
Definitions	<p>Drop: Any drop of the course prior to the published add/drop date of a class.</p> <p>Withdrawal: Any drop of the course after the published add/drop date of a class using the online form provided.</p> <p>End of Drop/Add: 11:59:59 pm ET of the first Monday of the course for fall and spring sixteen week terms, the first Friday for eight-week sub terms and the first day for one week intensives. For non-standard calendar courses, 11:59:59 pm ET of the first day of class (add) and the end of week one of the course (drop).</p> <p>Drop or Withdrawal Date: This is the date you submitted the online “Course Withdrawal Request” form, the date you contacted the Registrar’s office with your official request by email or voicemail.</p>
Approving Body	The Academic Council (12.12.2016); The Administrative Council (12.13.2016)
Approval Date	108.000 – Aca C (12.12.2016); Admin C (12.13.2016) 108.001 – Aca C (10.02.2017); Admin C (10.09.2017) 108.002 – Aca C (08.10.2018); Admin C (08.17.2018) 108.003 – Aca C (10.18.2023); Admin C (09.27.2023)
Last Revision	September 2023
Re-evaluation Date	Fall 2026
Departmental Impact	The University Registrar’s Office; Accounting Office; Financial Aid

Failure to follow the following policy may result in disciplinary action, including termination of employment.

Policy Statement:

Courses for which students are registered at the close of the Add/Drop Period, will appear on the transcript, calculate as attempted hours, and may result in a grade penalty. Failure to attend classes does not constitute withdrawal; failure to follow withdrawal procedures (below) will result in an “F” grade for the course.

For programs delivered on the standard calendar, a withdrawal before the midpoint of a course will not result in academic penalty (“W”); a withdrawal after the midpoint of a course will result in academic penalty (“WF”). For programs delivered on the non-standard calendar, students may withdraw through the end of week two of the course and receive a grade of “W”; students withdrawing after week two of the course will receive a grade of “WF.” The following grades apply whether student or administrator initiates the withdrawal, except as specified below.

A student is financially responsible for courses from which he/she has withdrawn under any and all circumstances (excluding military withdrawal) according to the published Student Tuition and Fees Refund Policy

Administrative Drop/Withdrawal:

The University administration has the authority to withdraw a student from a single course, multiple courses, the student’s full schedule, or the University, and to revoke that student’s registration at any time during a semester or term for failure to comply with University requirements, including but not limited to failure to pay University tuition or fees, disciplinary suspension or expulsion, or violation of character probation. An administrative withdrawal may result in a “WF” on the student transcript for the withdrawn courses.

For accelerated online courses (five and six week courses), administrative drop occurs for students failing to initially log in to a course within week one. Students who fail to make full payment, set up a payment plan, complete a FAFSA that results in aid eligibility or establish other means of payment by the start of a course, will be administratively dropped from all courses

and may be postponed to the next consecutive cohort (excluding students that have an approved disability accommodation by the Academic Success Center). Administrative withdrawal will be initiated by the institution for non-participation (two weeks of inactivity on course—no submitted assignment/quiz/discussion forum); dates above apply for the grade assignment.

Medical or Compassionate Withdrawal:

A medical or compassionate withdrawal request may be made in extraordinary cases in which serious illness or injury or another significant personal situation prevents a student from continuing his or her classes, and *incomplete grades* or other arrangements with the instructors are not possible. The medical withdrawal covers both physical health and mental health difficulties.

Usually, consideration is for a complete withdrawal. All applications for withdrawal require thorough and credible documentation; however, applications for less than a complete withdrawal must be especially well documented to justify the selective nature of the partial medical/compassionate withdrawal.

A student may initiate a medical or compassionate withdrawal at any point during the academic term. A medical or compassionate withdrawal with proper documentation after the drop/add period will result in a “W” on the student transcript for the withdrawn courses.

Military Withdrawal:

Military Withdrawal is available only to students who are active-duty service members or activated reserve-component members of the U.S. armed services (not a contractor or civilian working for the military), and/or are spouses of active-duty members or activated reserve-component members and are ordered to relocate, and, as a result, are unable to meet class attendance and other participation requirements, including web-based activities. A military withdrawal with proper documentation after the drop/add period will result in a “W” on the student transcript for the withdrawn courses.

Rationale:

The policy provides clear and consistent directions, guidelines, responsibilities, and accountabilities associated with course drops and withdrawals. Consistent application of this policy ensures equitable treatment of students.

Implementation/Procedures:

If a student elects to withdraw from a course after the add/drop deadline for any reason (including those listed below), he or she must obtain a “Withdrawal Request” form from the Office of the University Registrar, complete the requested information, and submit the completed form to the Office of the University Registrar. The Office of the University Registrar will inform the Financial Aid office, Accounting office, the student’s academic advisor, and any course instructors.

Administrative Withdrawal:

An administrative officer of the university may initiate an administrative withdrawal. The University Registrar makes all final decisions concerning administrative withdrawal in consultation with the initiating administrative officer, Dean of Student Life, and the student’s academic dean. Expulsion from the University automatically results in administrative withdrawal. Failure to comply with University requirements may result in administrative withdrawal, including, but not limited to, failure to pay University tuition or fees, disciplinary suspension, or violation of character probation. An administrative withdrawal initiated at any point in the semester will result in “WF” recorded for any registered courses.

Medical Withdrawal:

The following procedure applies to students who are unable to continue classes for extraordinary medical or other personal reasons. Students are strongly encouraged to submit their request as soon as possible.

To request a medical or compassionate withdrawal, a student must submit a Withdrawal form along with appropriate documentation to the Office of the University Registrar.

Appropriate documentation for a medical withdrawal consists of a letter from your attending health care provider that specifies the following:

- Date of onset of illness
- Dates you were under professional care

- General nature of your medical condition and why/how it prevented you from completing your course work
- Date of your anticipated return to school
- Last date you were able to attend class

Appropriate documentation for compassionate withdrawal may include the above in the instance of a close relative's illness or other substantiating documentation in the case of the death of a family member or other extenuative circumstance. Requests for less than a complete withdrawal must be especially well documented to justify the selective nature of the medical withdrawal request. The letter must be typed on the health care provider's letterhead stationery and submitted in a sealed envelope.

Military Withdrawal:

Students and/or spouses should contact the Office of the University Registrar and present a copy of the military orders with formal correspondence on unit letterhead signed by the commander requesting military withdrawal from CIU due to orders. The formal correspondence should include:

- Unit commander contact information, and
- Verification of duration and location of pending assignment.

Students called to active duty during a semester or session should submit a Withdrawal form signed by the student and/or spouse and the reason cited on the form should be "Military." Students who process a military withdrawal are eligible for "military re-enrollment" to the University, assuring the student access to the same major and location as was assigned at the time of withdrawal.

Hyperlinks

www.ciu.edu/policy