

# WITHDRAWALS

A student who wishes to withdraw from a course may do so on the web when it is available for registration/enrollment. The semester registration PIN is required to complete this process. Specific instructions will be available in the appropriate Registration Information Guide (<https://www.washburn.edu/academics/course-schedule/>).

When web registration is not available, students must complete a Schedule Change Form and submit it to the Student One-Stop (SOS) where the information will be processed and the form signed. The student will be given a copy documenting these transactions. The date of withdrawal is determined by the day the withdrawal form is processed in the Student One-Stop (SOS). Students who cannot complete the withdrawal process on campus must notify the University of their intent to withdraw by sending an e-mail to [enrollment@washburn.edu](mailto:enrollment@washburn.edu) using their MyWashburn account or by mailing or faxing a signed request to the Student One-Stop (SOS). To verify that the withdrawal process has been successfully completed, students should access their MyWashburn account online. The status will indicate withdrawn and the date the course was withdrawn successfully.

The responsibility for initiating and clearing withdrawal notices with the Student One-Stop (SOS) rests with the student, not the faculty. Failure to officially withdraw results in the recording of "F" grades at the end of the semester/term and responsibility for all assessed charges.

For semester courses a student may withdraw through the second week with no recorded grade. From the third through the thirteenth week a "W" is recorded for any dropped course. Beginning with the start of the fourteenth week, there are no withdrawals, and a grade will be assigned for the course.

Specific dates for withdrawal in the summer are listed in the Registration Information Guide (<https://www.washburn.edu/academics/course-schedule/>). The dates vary according to the length of session. Withdrawal procedures/regulations are the same as stated above.

Similar dates/deadlines for short term courses can be found on MyWashburn by selecting the Registration/Student Information card and clicking on the Last Day Deadline for Courses link.

## Complete Withdrawal

Students may withdraw from all semester courses through their MyWashburn account until the last day to withdraw. The date of withdrawal is determined by the day the withdrawal is processed or the date the student contacts a Washburn staff member to begin the withdrawal process. The responsibility for completing the withdrawal process rests with the student. Failure to officially withdraw results in the recording of "F" grades at the end of the semester/term, and in being responsible for all assessed charges. Specific deadlines for all courses, including out-of-sequence courses, can be found on MyWashburn by selecting the Registration/Student Information card and then selecting Last Day Deadline for Courses. Students who are unable to withdraw through their MyWashburn account may email [sos@washburn.edu](mailto:sos@washburn.edu) or call the Student One Stop at (785) 670-2162. Students with holds on their account preventing them from withdrawing through their MyWashburn account should contact their academic advisor, email [sos@washburn.edu](mailto:sos@washburn.edu) or call the Student One Stop at (785) 670-2162.

## Retroactive Withdrawal

There are two types of retroactive withdrawal: medical and administrative. If a student is unable to complete a semester or term for any reason, the student may withdraw from courses by the "Last Day" to withdraw from that term (see above). Medical or other extenuating circumstances **do not change** the student's financial obligation to the University.

For withdrawals with a medical basis (physical or mental illness, injury, or trauma) after the last day to withdraw, the student must present an affidavit signed by a licensed health care provider, certifying the circumstances. To be eligible for a medical retroactive withdrawal, students must apply within one calendar year from the end of the semester for which they are requesting a withdrawal. Medical retroactive withdrawals are approved by the Provost/VPAA or their designee.

Administrative retroactive withdrawals based on extenuating circumstances other than medical require a personal statement regarding the nature of the extenuating circumstances necessitating the withdrawal. Corroborating documentation may be required. Administrative retroactive withdrawals are considered by an administrative retroactive withdrawal committee. To be eligible for an administrative retroactive withdrawal, students must apply within one calendar year from the end of the semester for which they are requesting a withdrawal.

Applications for medical or administrative retroactive withdrawal are found at <https://www.washburn.edu/student-life/policies-forms/forms/index.html> (<https://www.washburn.edu/student-life/policies-forms/forms/>). Based on an approved request, the student will be withdrawn from all relevant courses and will receive a "W" on their transcript for those courses. There will be **no refund** for this procedure. Only withdrawals processed during the published refund schedule generate any refund of tuition.

## Military Withdrawal

Students who are called to military active duty and must withdraw from classes as a result should contact the Military Transitions Coordinator or Veterans Certifying Official prior to deployment at [militarybenefits@washburn.edu](mailto:militarybenefits@washburn.edu). The Vice President for Enrollment Management requires that the student submit a copy of the military orders and a written request to withdraw. Those items are forwarded to the University Registrar for complete withdrawal.