



University of Dallas

**Academic and Student
Withdrawal Policy**

POLICY SAW
Responsible Executive:
Provost
Responsible Office:
Office of the Provost
Issued: 7.1.21
Revised: n/a

1. PURPOSE

This Policy contains University of Dallas policies and procedures applicable to students who want to drop or withdraw from one or more courses. It is intended to provide the University's policies in compliance with 34 C.F.R. § [668.43\(a\)\(3\)](#), including, but not limited to, the requirements and procedures for officially withdrawing from the University.

2. DURING ADD/DROP PERIOD

Unless a student is subject to some special restriction on the ability of the student to drop a class or classes, a student may drop some or all classes when the student is not enrolled in any courses and before the end of the add/drop period for a term in which the student is enrolled.

- 2.1. The student must notify the Registrar's Office that the student intends to drop some or all classes.
 - 2.1.1. If the student has or is expected to receive financial assistance, and the student is dropping all classes or is moving from full-time to part-time status, the student must notify the Office of Financial Aid that the student intends to drop some or all classes.
- 2.2. The amount of any refund of tuition, housing, or other expenses is determined by Policy FTR - Refund Policy.

3. WITHDRAWAL PERIOD

After the add/drop period, a student may withdraw from some or all classes during a term in which the student is enrolled with the written permission of the appropriate Dean.

- 3.1. The student must obtain the written permission of the appropriate Dean and submit it to the Registrar's Office.
 - 3.1.1. For undergraduates, withdrawal also requires written permission from the student's advisor and from the faculty member(s) whose class(es) are being dropped.
 - 3.1.2. For graduate students in the Satish & Yasmin Gupta College of Business, requests to withdraw after the add/drop period should be submitted online through Form 160:

<https://udallas.edu/cob/students/forms/form160.php>

3.1.3. If the student has or is expected to receive financial assistance, and the student is withdrawing from all classes or is moving from full-time to part-time status, the student must notify the Office of Financial Aid that the student intends to withdraw from some or all classes.

3.1.4. **Limit on number of transfer credit hours.**

3.1.4.1. No more than six hours may be transferred into a Master’s program.

3.1.4.2. No more than nine credit hours may be transferred into the doctoral program.

3.2. No refunds of tuition, housing, or other expenses are made without an honorable dismissal from the appropriate Dean. The amount of any such refund is determined by Policy FTR - Refund Policy.

Term Length	Format	Withdrawal Period Commences	Withdrawal Deadline
12-Weeks	On Ground	Later of after (a) first class or (b) add/drop period	Prior to end of Week 11
10-Weeks	On Ground	Later of after (a) first class or (b) add/drop period	Prior to the end of Week 9
12-Weeks	Online/Hybrid	After first Unit	Prior to opening of Unit 12 for three (3) credit hour courses; Unit 6 for one and a half (1.5) credit hour courses
10-Weeks	Online/Hybrid	After first Unit	Prior to opening of Unit 10 for three (3) credit hour courses; Unit 5 for one and a half (1.5) credit hour courses
6-, 5-, 4-, 3-Weeks or All Day Saturday	All Formats	After first class (on ground) or first Unit (online/hybrid)	Prior to last day of class

3.3. For non-credit programs and programs affiliated with other institutions, contact the program director for information regarding withdrawal deadlines.

4. MEDICAL WITHDRAWAL

A student may request a medical withdrawal at any time.

- 4.1. In order to receive a medical withdrawal, the student must submit documentation that includes a recommendation from a licensed medical physician or psychologist that the student be permitted to withdraw from the student's courses.
- 4.2. To take a medical withdrawal, the student must obtain the written permission of the appropriate Dean and submit it to the Registrar's Office.
 - 4.2.1. If the student has or is expected to receive financial assistance, and the student is withdrawing from all classes or is moving from full-time to part-time status, the student must notify the Office of Financial Aid that the student intends to withdraw from some or all classes.
- 4.3. The amount of any refund of tuition, housing, or other expenses is determined by Policy FTR - Refund Policy.

5. WITHDRAWAL RULES APPLICABLE TO SPECIFIC PROGRAMS

Certain programs have program-specific rules relating to withdrawal from courses.

- 5.1. **DBA program.** Due to the cohort nature of the Doctoral in Business Administration program, a student who chooses to drop a course is required to withdraw from the program and must reapply for admission to a future cohort.

6. INVOLUNTARY WITHDRAWAL

A faculty member may recommend that a student be involuntarily withdrawn from a course for violations of any applicable codes of conduct, such as excessive violations of the attendance policy.

- 6.1. **Recommendation.** A faculty member recommending that a student be involuntarily withdrawn from the faculty member's course shall submit a written recommendation to the appropriate Dean and the student with the request.
- 6.2. **Response.** The student may submit to the appropriate Dean and the professor a written response to the recommendation.
 - 6.2.1. The student may submit a response for up to one (1) week after being sent the written recommendation.
 - 6.2.2. If the student's response is submitted after the appropriate Dean's decision, the appropriate Dean will reconsider the recommendation in light of the student's response.
- 6.3. **Decision.** The appropriate Dean will determine whether to adopt the professor's recommendation, generally within one (1) week.

7. EFFECT OF WITHDRAWAL ON FINANCIAL AID

Dropping or withdrawing from one or more courses may result in the student's financial assistance (including federal, state, and institutional aid) being returned and may affect a student's eligibility for financial assistance during future terms.

- 7.1. If any of the student's financial assistance is returned, the student is responsible for any balance that is created. Prior to enrolling in additional courses, the student must pay the balance in full.
- 7.2. The date used for determining whether some or all financial assistance should be returned is the date that the student notifies the Office of Financial Aid that the student intends to withdraw from some or all classes, so long as the student obtains all required signatures and approvals within forty-eight (48) hours of the notification to the Office of Financial Aid.
- 7.3. A student who attends beyond the 60% point of the term has earned 100% of all financial assistance.
 - 7.3.1. The percentage is calculated by taking days attended versus total days in the student's enrollment.
 - 7.3.2. Withdrawal prior to the 60% point of the term will result in financial assistance that must be returned.
- 7.4. Withdrawal from a course is counted as an attempted credit that is not earned, and consequently affects whether a student is considered to be making satisfactory academic progress. A student must be making satisfactory academic progress in order to continue receiving financial assistance.

8. DEFINITIONS

- 8.1. **"Add/drop period"** means the date after which students generally must have permission from the Dean and/or instructor before being permitted to add or drop a class.
- 8.2. **"Appropriate Dean"** the Dean of the college or school in which a student is matriculated and in which the course or courses that the student is dropping or withdrawing from are offered.
 - 8.2.1. If the student is not matriculated in the college or school that is offering the course or courses, then the student the "appropriate Dean" includes the Dean for the program of matriculation and the Dean for the program offering the course or courses. Consequently, any requirement for approval of the "appropriate Dean" requires approval from both Deans.
- 8.3. **"Medical withdrawal"** means a withdrawal during the withdrawal period from one or more classes for medical reasons that are certified by a personal physician or by the University Health Center or University Counseling Center.
- 8.4. **"Satisfactory academic progress"** is defined by Policy SFP - Satisfactory Academic Progress.
- 8.5. **"Title IV funds"** means financial assistance provided by or because of the federal government.
- 8.6. **"University"** and **"the University"** mean the University of Dallas.

- 8.7. **“Withdrawal period”** means during an academic term, typically after the add/drop period, when a student may not drop or withdraw from a course or courses without approval from the appropriate Dean.

9. RESPONSIBILITIES

Responsible Party	List of Responsibilities
Office of General Counsel	1. Monitor compliance with this Policy.
Office of the Provost	1. Monitor compliance with this Policy.
Appropriate Dean’s Office	1. Review requests to withdraw from course(s) and approve such requests, when appropriate.
Undergraduate Advisor	1. Review requests to withdraw from course(s) and approve such requests, when appropriate.
Undergraduate faculty member	1. Review requests to withdraw from course(s) and approve such requests, when appropriate.
Office of the Registrar	1. Process requests to drop or withdraw that comply with this Policy. 2. Notify the Business Office of reduction in credit hours and the applicable date of dropping or withdrawal.

10. PROCEDURES

Task	Procedure
Reviewing and approving requests to withdraw from courses.	1. All students need to timely submit their requests to withdraw to the appropriate Dean for approval. 2. Undergraduate students must also timely submit their requests to withdraw to their advisor and the relevant faculty member(s) for approval. 3. Once the student has received all required approvals, the student should submit the request to withdraw to the Office of the Registrar.
Processing requests to withdraw	1. The Office of the Registrar will evaluate the documentation submitted by the student to verify that it is complete. 2. If the documentation is complete, the Office of the Registrar will withdraw the student from the relevant course(s). 3. The Office of the Registrar will also notify the Business Office of any change in enrolled credit hours.

11. POLICY ENFORCEMENT

Enforcement	The Office of the Provost and the Office of the Registrar will investigate suspected violations of this Policy, and take appropriate action in accordance with University policy.
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Reporting Violations	Report suspected violations of this Policy to the Office of the Provost or the Office of the Registrar.
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12. RELATED DOCUMENTS

Policy or Document	Web Address
College of Business Withdrawal Form (Form 160)	https://udallas.edu/cob/students/forms/form160.php

13. CONTACTS

Subject	Office or Position	Telephone Number	Office Email or URL
Policy Clarification	Office of General Counsel	(972) 721-5363	hlachenauer@udallas.edu
Implementation	Office of the Provost	(972) 721-5226	ProvostOffice@udallas.edu
Implementation	Office of the Registrar	(972) 721-5221	registrar@udallas.edu
Web Address for this Policy		https://udallas.edu/about/university-policies/index.php	