



University of Dallas

**Academic and Student
Withdrawal Policy**

POLICY SAW
Responsible Executive:
Provost
Responsible Office:
Office of the Provost
Issued: 7.1.21
Revised: 1.14.23

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. DROPPING COURSES 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 but not all classes before the end of the current add/drop period according to procedures established by the Registrar's Office. Any student who wishes to drop all courses during the add/drop period should contact the Registrar's Office for assistance.

- 2.1. If the student expects to receive financial assistance, including Veterans benefits and the student is moving from full-time to part-time status, the student must notify the Office of Financial Aid.
- 2.2. The amount of any refund of tuition, housing, or other expenses is determined by Policy FTR - Refund Policy.

3. WITHDRAWAL FROM SOME COURSES DURING THE WITHDRAWAL PERIOD

Immediately after the add/drop period ends, the withdrawal period begins. Before the end of the withdrawal period, a student who wishes to withdraw from course(s) in a current term may do so. This will result in a grade of W and will remain on the student's transcript.

- 3.1. The student must complete the Course Withdrawal form.
 - 3.1.1. For undergraduates and graduate students in the Braniff Graduate School of Liberal Arts, a Withdrawal Form must be completed and submitted to the Registrar's Office.
 - 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>.

4. WITHDRAWAL FROM ALL COURSES DURING THE WITHDRAWAL PERIOD

The student must notify the University of his or her intent to withdraw from all courses.

4.1. For undergraduates and graduate students in the Braniff Graduate School of Liberal Arts before the end of the withdrawal period, a student may withdraw from all classes during a term in which a student is enrolled full time by giving official notification to the Registrar's Office or the office of the appropriate Dean.

4.1.1 Upon receiving this notification, the Registrar's Office or the office of the appropriate Dean will fill out the appropriate Withdrawal From All Classes Form and the student will be withdrawn within three (3) business days.

4.1.2 No non-medical withdrawals can be requested after the withdrawal period ends.

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

4.2. 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>

5. MEDICAL WITHDRAWAL

A student may request a medical withdrawal at any time after the add/drop period has ended, and receive the MA designation for those courses on the official academic transcript.

5.1 In order to receive a medical withdrawal, the student must submit documentation to the appropriate Dean that includes a recommendation from a licensed medical physician or psychologist that the student be permitted to withdraw from their courses for the current term.

5.2 To take a medical withdrawal, the student must obtain the written permission of the appropriate Dean and submit it to the Registrar's Office.

5.2.1 If the student expects to receive financial assistance including Veterans benefits, 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.

5.3 The amount of any refund of tuition, housing, or other expenses is determined by Policy FTR - Refund Policy.

6. WITHDRAWAL RULES APPLICABLE TO SPECIFIC PROGRAMS

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

6.1 **DBA program.** Due to the cohort nature of the Doctorate in Business Administration program, withdrawal from a course or courses will delay progress in the program by no less than a year and may

require application for readmission to a future cohort. If a student withdraws from a course within the first 12 months of enrollment in the DBA program (i.e., initial three semesters of the cohort schedule of courses following Summer Orientation), the student may request to re-enroll in the withdrawn course the following year. The student may be allowed to continue taking other courses that do not have the withdrawn course as a prerequisite, until the next opportunity to enroll in the withdrawn course. If the student requests a delay to re-enroll in the withdrawn course longer than one year, the student is withdrawn from the DBA program and must apply for readmission to the program in a future cohort. If a student withdraws from a course following the initial 12 months of first enrollment and up to the enrollment in dissertation hours, the student is withdrawn from the DBA program and must reapply for admission to a future cohort. Continuous enrollment in dissertation or subsequent readings hours starting at first eligibility is required. Failure to enroll in or withdrawal from dissertation and subsequent readings hours will result in withdrawal from the program and a requirement to apply for readmission. The requirement to reapply may be waived by the Gupta COB Dean if the student has exceptional circumstances such as serious personal health issues or family hardship.

7. INVOLUNTARY WITHDRAWAL

A student may be involuntarily withdrawn from a course for violations of any applicable codes of conduct, such as a violation of the attendance policy.

- 7.1. **Attendance policy.** Unexcused absences from three class hours in any one course shall be reported to the Registrar, who then warns the student. If any further unexcused absences occur, an instructor may, at any time before the last day of classes, require that the student be withdrawn for excessive absences by notifying the Registrar in writing. A "W" is assigned through the withdrawal deadline, generally the 11th week of class. After the withdrawal deadline an "FA" is assigned. The Registrar notifies the student of the instructor's action and invites the student to consult with the instructor. The instructor's decision is final.

8. 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.

- 8.1. 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.
- 8.2. 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.
- 8.3. A student who attends beyond the 60% point of the term has earned 100% of all financial assistance.
- 8.3.1. The percentage is calculated by taking days attended versus total days in the student's enrollment.

8.3.2. Withdrawal prior to the 60% point of the term will result in financial assistance that must be returned.

8.4. 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.

9. DEFINITIONS

9.1. **“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.

9.2. **“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.

9.2.1. 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.

9.3. **“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.

9.4. **“Satisfactory academic progress”** is defined by Policy SFP - Satisfactory Academic Progress.

9.5. **“Title IV funds”** means financial assistance provided by or because of the federal government.

9.6. **“University”** and **“the University”** means the University of Dallas.

9.7. **“Withdrawal period”** is the time after the add/drop period when a student can withdraw from a course. A grade of "W" or a similar designation is given.

10. 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.

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.

Reporting Violations

Report suspected violations of this Policy to the Office of the Provost or the Office of the Registrar.

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	