Policy: 05-39-00

Withdrawal of Graduate Students

OFFICE OF RECORD: Office of Graduate Studies and Research
ISSUED BY: Dean of Graduate Studies and Research
APPROVED BY: 05-35-00
EFFECTIVE DATE: 12/27/07

Policy

A student may withdraw from a class or from the system during the approved withdrawal period.

Withdrawal from a Class

A student may withdraw from a class any time from the end of the official drop/add period until the date published as last day to withdraw in the academic calendar. Students are not allowed to withdraw from specific classes after the published date, except under extenuating circumstances and only with the approval of the student's advisor, the Dean of Graduate Studies and Research, and the Vice President for Academic Affairs (See BOR Policy 2.6 Academic Calendars for a discussion of the withdraw date). Anticipated course failure is not considered an extenuating circumstance. The student who withdraws receives a "W" grade. A "W" grade does not affect GPA. (See DSU Policy 05-30-00 Satisfactory Progression/Good Academic Standing).

Withdrawal from the University

The effective date of withdrawal is the date such a request is initiated. Failure to officially withdraw will result in failing grades for all courses in which the student was enrolled. (See DSU Policy 03-47-00 Transcripting Withdrawn Students).

Students who withdraw from the university will have their application held for up to one year. During this time, they may reactivate their original application, without having to resubmit all application materials. The program start date is that of the original admission to the program (See DSU Policy 05-30-00 Satisfactory Progression/Good Academic Standing). After that time, the student will have to reapply for admission. (See DSU Policy 05-31-00 Graduate Admission).
Procedures

Withdrawal from a Class

Students withdrawing from a class during the approved withdrawal period may do so by using the Student Information System or by contacting the Office of Graduate Studies and Research. After the approved withdrawal period, graduate students must submit a written request (includes email) to the Office of Graduate Studies and Research, that they wish to withdraw from a particular course citing the extenuating circumstance prompting their request. The Graduate Office will notify the student with the decision.

Graduate students, in consultation with their advisor or advising committee, are responsible for evaluating the impact of their decisions on their Plan of Study, and revising their Plan of Study accordingly.

Withdrawal from the University

To withdraw from all courses, graduate students should contact the Office for Graduate Studies and Research. The office will coordinate the notification process so that all appropriate offices and persons are made aware of the withdrawal. The application will be held for up to one year. The graduate program's coordinator will conduct an exit interview with the student.