

## DSU WITHDRAW PROCEDURES

### 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 who withdraw during this time period earn a “W” in the course. The “W” grade does not affect the student’s grade point average. Students are not allowed to withdraw from specific classes after that time except under extenuating circumstances and only with the approval of the Vice President for Academic Affairs. Anticipated course failure does not constitute an extenuating circumstance. Students can withdraw from a class in several ways-

**DSU main campus:** Contact your Dean's Office, Admissions & Records (605) 256-5144, toll-free 1-888-378-9988 or use Drop Sections feature on WebAdvisor

**Students taking a DSU course, but degree-seeking at another institution:** Contact your home university

**University Center students:** Call (605) 367-5640 or toll-free 1-866-220-7085

**Distance students:** Contact Extended Programs at (605) 256-5049 or email [Online@dsu.edu](mailto:Online@dsu.edu).

**Graduate students:** Contact DSU Graduate Office at (605) 256-5799, toll-free 1-888-378-9988 or email [gradoffice@dsu.edu](mailto:gradoffice@dsu.edu)

### University –

When a student withdraws from all their courses in any academic term, they also withdraw from the University. If a student is enrolled at more than one Board of Regents institution, the student must withdraw from all courses at all institutions. In order to initiate a student’s withdrawal from the University and to notify all appropriate University offices of that withdrawal, students contact one of the following offices-

**DSU main campus:** Contact the Vice President of Student Affairs Office at (605) 256-5124 or toll-free 1-888-378-9988 or email [marie.johnson@dsu.edu](mailto:marie.johnson@dsu.edu).

**University Center** students seeking a DSU major: Contact the University Center at (605) 367-5640 or toll-free 1-866-220-7085

**Distance students** seeking a DSU major: Contact Extended Programs at (605) 256-5049, or email [Online@dsu.edu](mailto:Online@dsu.edu).

**Graduate students:** Contact DSU Graduate Office at (605) 256-5799, toll-free 1-888-378-9988 or email [gradoffice@dsu.edu](mailto:gradoffice@dsu.edu).

**The effective date of withdrawal is the date the student initiates the withdrawal process officially**, either verbally or in writing, with the appropriate office. Failure to officially withdraw will result in failing grades in all courses, forfeiture of any possible refund of charges, and will impact Federal financial aid eligibility. Additionally, a student is withdrawn from the University if classes have begun and the University has administratively suspended a student for reasons such as non-payment of tuition and fees, disciplinary sanctions, etc.

Dates for withdraw are found on the Academic Calendar located on the DSU website at <http://dsu.edu/academics/academic-calendar>



**Refund Policy:** Students who withdraw or are administratively withdrawn/suspended from the University within the drop/add period receive a 100% refund of tuition and related fees.

Students who withdraw or are administratively withdrawn/suspended from the University after the 60% point of the enrollment period will receive no refund.

Students who withdraw or are administratively withdrawn/suspended from the University after the drop/add period and before 60% of the enrollment period has been completed may be entitled to a refund as identified below:

### **Students Who Do Not Receive Federal Title IV Financial Aid**

The refund shall be determined by computing the percentage of the enrollment period remaining after the date of withdrawal times the tuition and fees originally assessed the student. At no time will refunds be awarded after the 60% point of the enrollment period.

### **Students Who Receive Federal Title IV Financial Aid**

The U.S. Department of Education requires institutions to apply the Return of Title IV Funds policy for students withdrawing from a University who receive Title IV financial aid. Title IV funds include the following financial aid programs: Direct Stafford Loans, Direct Parent PLUS Loans, Direct Graduate PLUS Loans, Federal Perkins Loans, Pell Grants, Federal Supplemental Educational Opportunity Grants, TEACH Grants and other Title IV assistance.

A student who withdraws after the 60% point of a semester is entitled to retain all Title IV aid for that semester. However, if the student withdraws prior to the 60% point of the term, unearned Title IV funds as determined by the federal policy must be returned to the various programs. These funds must be returned even if the University provides no refund to the student. This means the student could owe the University and/or the U.S. Department of Education a significant amount of money.

Title IV financial aid is earned by the calendar day, not class day. This includes weekends, holidays, and breaks of less than five consecutive days. The University is required to determine the amount of Title IV aid the withdrawing student has earned and then either disburse any additional funds the student may be entitled to up to the amount earned, or return funds in excess of the amount earned which the student has already received.

If an amount to be returned to a federal program is determined, then a further calculation is made to determine how much of the amount needs to be returned by the University and how much, if any, needs to be returned by the student. The amount to be returned is distributed in a specified order - Unsubsidized Direct Loan, Subsidized Direct Loan, Perkins Loan, PLUS Loan, Pell Grant, SEOG, other Title IV assistance, and last to the student.

Any grant amount that is to be returned by the student will be reduced by 50% under the regulations. This provision does not apply to grant funds that must be returned by the University. The University has specified timeframes within which to disburse additional funds, return excess funds, and to contact and advise the student of what is occurring and of any needed actions on the student's part.

