

# DEPAUL UNIVERSITY

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## Administrative Drop Policy

**Category:** Academic Affairs

**Responsible Department:** University Registrar

**Responsible Officer:** Vice President of Enrollment Management

**Effective Date:** 11/6/2020

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### Policy Summary

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This policy establishes a process by which a student may be dropped retroactively from one or more courses in order to correct their academic record.

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### Scope

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This policy affects students, faculty, and staff working in academic units.

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### Policy

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A retroactive removal from a course is a record correction process meant to ensure accuracy in a student's academic record. Instances in which a retroactive removal should be processed include, but are not limited to:

- A student never attended the class and there was an administrative error on the part of the university
- A student never attended the class and was reasonably unable to drop the course

A retroactive removal may result in the affected course(s) being removed from the student's transcript entirely; any tuition charges incurred for the corrected course will be recalculated and refunded if necessary, and financial aid may be adjusted. Authorized staff within the student's college may make changes up to two years after the term of the retroactive withdrawal. Changes made two to five years later require approval of the Dean, and changes beyond five years require approval from the Provost.

Changes to an academic record in this manner may affect a student's veteran's benefits, visa status, or financial aid. If a degree has been conferred, a course(s) applied to that degree cannot be corrected.

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### Procedures

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The student will contact their college office to request a retroactive drop. The student must provide evidence supporting their request, which may include but is not limited to documentation of

administrative error. The college office may consult with the Dean of Students office in cases where a student's record correction results from medical reasons.

College office staff may use the Late Withdrawal Tool in Campus Connect for retroactive drops up to two years after the effective term. Retroactive drops made more than two years after the effective term must be made using an enrollment change form. Dean approval is required for retroactive drops two to five years after the effective term; after five years, Provost approval is required.

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## **Divisional Collaborations**

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University Registrar  
Academic Affairs

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## **Contact Information**

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Office of the University Registrar  
[ursupport@depaul.edu](mailto:ursupport@depaul.edu)

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## **Appendices**

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None.

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## **History/Revisions**

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Origination Date: 11/6/2020  
Last Amended Date: 11/6/2020  
Next Review Date: N/A