

# DEPAUL UNIVERSITY

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## Student Withdrawal Policy

**Category:** Academic Affairs - Operational

**Responsible Department:** Academic Affairs

**Responsible Officer:** Provost

**Effective Date:** 12/2/2009

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### Policy Summary

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**This university wide withdrawal policy is intended to:**

- serve as a retention mechanism
- identify students' intentions in a timely manner;
- identify students we might be able to help;
- reflect our desire to be morally responsible in advising students about their options
- enable us to comply with financial aid guidelines.

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### Scope

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This policy affects the following groups of the University:

- Full-Time Faculty
- Part-Time Faculty
- Students

This policy affects all members of the above groups.

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### Policy

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#### **A. Withdrawal from a class:**

Students who must withdraw either from a course or from the University may do so by using the University's web registration system. Students unable to use the web registration system should contact their home school/college office, whether in person or by phone. Withdrawals processed via the web or through direct contact with the home school/college office are effective the day on which they are made. Simply ceasing to attend, or notifying the instructor, or nonpayment of tuition, does not constitute an official withdrawal from class and will result in academic as well as financial penalty.

#### **B. Withdrawal from all classes:**

## 1. **Withdrawal from the university:**

- In most cases, students wishing to withdraw from the university during a term must fill out an on-line form (whether from home or in the school/college office) and submit it to the student's home school/college. Students who are physically unable to contact the university may designate someone to act on their behalf.
- The student's official withdrawal date will be the date the form is received by that office.

## 2. **Students who appear to be eligible to enroll but don't register.**

A student's status at the university will be changed to "discontinued" if:

- a. There is no activity for three consecutive quarters (or for Law two semesters), excluding summers. In these cases students must seek readmission.
- b. No progress has been made towards their degree for three consecutive terms, excluding summers. (Candidates for theses and students on year-long study abroad programs are excluded from this rule.) In these cases, students must meet with a college academic advisor to get permission to register and or readmission.

## **C. Leave of Absence**

- These come under three headings: personal, military, and medical. The Music and Theatre Schools already have leave of absence policies in place.
- Any student wishing to take a leave of absence must complete a "Leave of Absence Application." Students may complete the online form from home, or by visiting their home school/college office.
- Military: students called for military service should fill out an on-line "Military Leave Form." Upon their return, they will meet with an academic advisor to discuss resuming their studies.
- Non-military leaves of absence are for at most one year and non-renewable during the student's career. Military leaves are variable depending on their orders.

## **D. Graduation Separation**

- Students must have completed all requirements by the last day of term for which they apply for degree conferral.
- In the normal course, students will receive their diplomas 8-10 weeks after the date of degree conferral.
- The university's responsibility is to confer the degree and identify the student as "graduated" within 30 days of the end of the term in which they complete all the requirements for their degree.

## **E. Late Withdrawals and Additions**

1. Decision-making for late withdrawals resides primarily in the Withdrawal Appeals Committee, chaired by the Dean of Students, for personal/medical issues; and in the School/College Offices for all other issues. These principles underlie the decision-making processes:

- All policies are driven by academic concerns.
- Decisions are guided by the best interests of the students.
- Decisions will be made in compliance with federal regulations.

2. Restrictions on requesting approval for late withdrawal

Requests for late withdrawals from one or more courses in a given quarter must be submitted to either the student's home School/College Office or the Withdrawal Appeals Committee by the following deadlines.

- Autumn Quarter: Last day of the last final exam of the subsequent winter quarter.
- Winter Quarter: Last day of the last final exam of the subsequent spring quarter.
- Spring Quarter: The end of the second week of the subsequent autumn quarter.
- Summer Terms: Last day of the last final exam of the subsequent autumn quarter.

For the College of Law:

- Autumn Semester: Last day of the last final exam of the subsequent spring semester.
- Spring Semester: The end of the second week of the subsequent autumn semester.
- Summer Semester: Last day of the last final exam of the subsequent autumn semester.

During their college career, students may be allowed one medical/personal approved administrative withdrawal and one college office administrative withdrawal, each for one or more courses in a single quarter

## Procedures

### A. Withdrawal from a class:

A message will appear in Campus Connect when a student has successfully dropped a class telling him/her that it has been done.

### B. Withdrawal from all classes:

#### 1. Withdrawal from the university through the on-line form:

- Students will be informed by email when their requests have been received and when they have been processed.
- If student indicates that the withdrawal is for one term only, the information will go to the Office of the University Registrar, to the student's home school/college office, and the student's advisor. The student will receive an automatic email reminding them of registration dates for the next term. If the student indicates that the withdrawal is permanent, the information will go to the Office of the University Registrar, to the student's home school/college office, and the student's advisor.
- Students report the reason why they are withdrawing through radio buttons and type-in text. The pop-up page includes links to Student Accounts and Financial Aid "exit interview" forms.
- Students who are not able to request a withdrawal themselves will be referred to the Dean of Students office.

## **2. Students who appear to be eligible to enroll but don't register.**

- After the last date to add but before the end of the term, an automatic email will be sent to students via CRM to ask about their intentions and encourage them to talk with an advisor. In particular, the email will direct students who are intending to return to complete an on-line "Leave of Absence Application." (see below). It will also warn them that their status at the university will be changed to "discontinued" if they have not submitted the application and are not registered for three quarters (or for Law two semesters).

### **C. Leave of Absence**

- The student must complete the "Leave of Absence Application" online or by visiting their home school/college office.
- A confirmation of the leave will be sent to the student. In the confirmation will be the beginning and expiration dates, and what the student must do to be reactivated.

### **D. Graduation Separation**

- Students must apply for graduation by the stated deadlines for each term.
- When an undergraduate student reaches 132 credits, or 30 competencies, an email will be sent to students and their faculty advisors. The email will inform students of their declared program plan(s), flag "M," "R," and "IN" grades and direct students to review their degree audits and make an academic advising appointment at that time, especially if any changes need to be made.

### **Cases for the Withdrawal Appeals Committee**

Cases that will be referred to the Dean of Students and the Withdrawal Appeals Committee:

- Death of student (acted upon immediately by Dean of Students with proper documentation)
- Death in the immediate family (death certificate required)
- Documented medical emergencies
- Students with severe personal (social or psychological) problems
- Company transfers students/spouse/parents out of area
- Family emergencies of any nature

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## **Divisional Collaborations**

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Faculty Council

Academic Resource Center

Financial Aid

Finance Office

School/College Offices

Withdrawal Appeals Committee

Dean of Students Office

International Students Office

School/College Exceptions Committee

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## Contact Information

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**DePaul Central / Office of the University Registrar**

[DPCL@depaul.edu](mailto:DPCL@depaul.edu)

(312) 362-8610

Patricia Huerta

Director of Registration and Records

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## Appendices

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### 1. Definitions

**Swapping:** Changing the registration of a student in one course or course section to another because of some error, e.g., the student has been attending one section of WRD 103 while actually registered in another.

**Withdrawal:** The assignment of a "W" letter grade within the stipulated period for withdrawals. Tuition charges are assessed unless students apply to the school/college office for release from financial obligation and their petition is approved by the office or the Withdrawal Appeals Committee

**Administrative Withdrawal:** The assignment of a "WA" letter grade by someone other than the student, whether within or outside of the stipulated period for withdrawals. This grade can be assigned without contacting the student. Tuition charges are assessed unless students apply to the college office for release from financial obligation and their petition is approved by the college office or the Withdrawal Appeals Committee.

### 2. General Guideline for Late Swapping

- Swapping ensures that a student's transcript accurately reflects actual course enrollment.
- Swapping is an administrative action that does not affect a student's financial aid situation.
- Swaps can be made as required without impact. Credit hour total and class level must be the same.

### 3. General Guideline for Withdrawals

- When students withdraw from a course or courses, the date of withdrawal will be evident by the student's online record.
- If a student must withdraw during the first 70% of the term from one or more classes for medical or serious personal reasons, a grade of "W" will appear. In extraordinary circumstances, students may apply to the Withdrawal Appeals Committee for release from financial obligation by the deadline listed in Section VI.E.2 above.

**4. Guidelines for the Review of All Other Administrative Withdrawals or Additions:** The following cases do not constitute an exhaustive list. Consideration of other types of cases will be

reviewed by the appropriate decision-makers-School/College Offices will review academic-related cases, and the Hardship Committee will review cases involving personal or medical problems or emergencies.

### **College Office Cases**

The School/College Offices will "triage" student concerns and consult the relevant offices as necessary. The following guidelines for routine requests are to be used by the School/College Offices.

- *Academic problems*  
Student problems of an academic nature should be addressed in the Colleges or Schools.
- *Military personnel who are called to active duty*  
The School/College Office secures proper documentation and forwards the material to the Office of the University Registrar for administrative withdrawal.
- *Computer registration problems*  
If the registration system is down so students cannot access Campus Connect prior to the registration deadline, the School/College Offices may forward the paperwork to ARC for processing.
- *International student visa concern*  
If students are unable to re-enter the country because of visa problems, or, conversely, must leave the country, School/College Offices will work with the International Student Office to determine the appropriate action.
- *Financial aid problems*  
If student's anticipated financial aid fails to arrive, the College Office may consult with financial aid offices to verify and resolve the matter.

#### *Work-related problems*

Work-related problems may be considered for retroactive withdrawal or erasure, with proper documentation and appropriate review by a School/College Exceptions committee.

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## **History/Revisions**

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Last Amended Date: 12/02/2009

Next Review Date: N/A