

		SAW Responsible Executive: Provost Responsible Office: Office of the Provost Issued: 7.1.21 Revised: n/a
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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. 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 or all classes when the student is not enrolled in any courses and before the end of add/drop period for a term in which the student is enrolled.

- 2.1. The student must notify the Registrar's Office that the student intends to drop some or all classes.
 - 2.1.1. If the student has or is expected to receive financial assistance, and the student is dropping classes or is moving from fulltime to parttime status, the student must notify the Office of Financial Aid that the student intends to drop some or all classes.

- 4.1. In order to receive a medical withdrawal, the student must submit documentation that includes recommendation from a licensed medical physician or psychologist that the student be permitted to withdraw from the student's courses.
- 4.2. To take a medical withdrawal, the student must obtain the written permission of the appropriate Dean and submit it to the Registrar's Office.
 - 4.2.1. If the student has or is expected to receive financial assistance, and the student is withdrawing from all classes or is moving from fulltime to parttime status, the student must notify the Office of Financial Aid that the student intends to withdraw from some or all classes.
- 4.3. The amount of any refund of tuition, housing, or other expenses is determined by Policy F Refund Policy.

5. WITHDRAWAL RULES APPLICABLE TO SPECIFIC PROGRAMS

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

- 5.1. DBA program. Due to the cohort nature of the Doctoral Business Administration program, a student who chooses to drop a course is required to withdraw from the program and must reapply for admission to a future cohort.

6. INVOLUNTARY WITHDRAWAL

A faculty member may recommend that a student be involuntarily withdrawn from a course for violations of any

7. 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.

- 7.1. 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.
- 7.2. 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 14 business days of the notification to the Office of Financial Aid.
- 7.3. A student who attends beyond the 60% point of the term has earned 100% of all financial assistance.
 - 7.3.1. The percentage is calculated by taking days attended versus total days in the student's enrollment.
 - 7.3.2. Withdrawal prior to the 60% point of the term will result in financial assistance that must be returned.
- 7.4. 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.

8. DEFINITIONS

- 8.1. "Add/drop period"

8.7. “Withdrawal period” means during an academic term, typically after the add/drop period, when a student may not drop or withdraw from a course or courses without approval from the appropriate Dean.

9. RESPONSIBILITIES

Responsible Party	List of Responsibilities
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Reporting Violations	Report suspected violations of this Policy to Office of the Provost or the Office of the Registrar
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12. RELATED DOCUMENTS

Policy or Document	Web Address
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College of Business Withdrawal Form (Form 160)	https://udallas.edu/cob/students/forms/form160.php
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13. CONTACTS

Subject	Office or Position	Telephone Number	Office Email or URL
Policy Clarification	Office of General Counsel	(972) 7215363	hlachenauer@udallas.edu
Implementation	Office of the Provost	(972) 7215226	ProvostOffice@udallas.edu
Implementation	Office of the Registrar	(972) 7215221	registrar@udallas.edu
Web Address for this Policy		https://udallas.edu/about/universypolicies/index.php	