

# TEMPLE UNIVERSITY

## POLICIES AND PROCEDURES MANUAL

<b>Title:</b>	Withdrawal from Classes (Undergraduate and Graduate)
<b>Policy Number:</b>	02.10.14
<b>Issuing Authority:</b>	Office of the President
<b>Responsible Officer:</b>	Provost
<b>Date Created:</b>	February 4, 2003
<b>Date Last Amended/Reviewed:</b>	August 2018
<b>Date Scheduled for Review:</b>	January 2022
<b>Reviewing Office:</b>	Undergraduate Studies and Graduate School

### Scope of Policy & Rationale

An undergraduate or graduate student who wishes to discontinue a course after the drop period has ended may withdraw during the time period specified below.

### Definitions

- 1. Drop** - The term "drop" refers to an action taken by a student during the first two weeks of the fall or spring semester or summer sessions<sup>1</sup> to remove a course from his/her transcript. A student is not financially responsible for dropped courses.
- 2. Withdraw** - The term "withdraw" refers to an action taken by a student to discontinue enrollment in a course after the drop period in weeks three through nine of the fall or spring semester or weeks three and four of the summer sessions. The course is recorded on the transcript with the notation of "W." A student is financially responsible for courses from which he/she has withdrawn.
- 3. Excused Withdrawal**- The term "excused withdrawal" and/or "withdrawal with approved excuse" refers to an approved petition to withdraw from a course due to extenuating circumstances beyond the student's control. The course is recorded on the transcript with the notation of "WE" grade. A *Petition for Excused Withdrawal* must be filed within one (1) year from the end date of the term in which the student is seeking an excused withdrawal. A student may be financially responsible for courses from which he/she has withdrawn with an approved excuse.
- 4. Extenuating Circumstances**- Extenuating circumstance refers to situations that are beyond a student's control and which inhibit continued enrollment at the University. These circumstances are limited to the following:
  - Serious medical conditions
  - Serious family emergencies
  - Military deployment

- The student's death
- Other catastrophic circumstances

## **Policy Statement**

The process of discontinuing enrollment in a course during weeks three through nine of the fall or spring semester, or during weeks three and four of summer sessions<sup>1</sup>, is referred to as withdrawing. A student is financially responsible for courses from which he/she has withdrawn.

A student who must withdraw due to extenuating circumstances may petition his/her School or College for an excused withdrawal. An excused withdrawal is generally only approved for all courses in a term. In exceptional cases, an excused withdrawal can be approved for a single course when the need to withdraw is directly related, or attributed, to requirements related to that course. A *Petition for Excused Withdrawal* must be filed within one (1) year from the end date of the semester in which the student is seeking an excused withdrawal.

A student who is granted an excused withdrawal (WE) for medical reasons will not be permitted to return to the University until he/she presents a statement from a medical provider showing that he/she is medically ready to return to the rigors of academic work.

Course withdrawals are included in the course repeat count (see #02.10.12, Policy on Repeating a Course). Courses with WE grades will not be included in the course repeat count.

Once a student has been informed that academic misconduct is suspected, the student may not drop or withdraw from the course during the investigation and adjudication process. Any drop or withdrawal from the course during this time may be reversed and the course registration reinstated. If the student is found to be not responsible the student may drop or withdraw from the course provided the allegation of misconduct predated the deadline for the requested action. This policy may be superseded in exceptional circumstances, in which case the Office of Student Conduct will confer with the appropriate offices to determine if the withdrawal or drop is warranted.

In the case of a student who has dropped or withdrawn from a course before notification of an alleged academic integrity violation, the adjudication process can still go forward and a record of violation created and appropriate non-academic sanctions may be imposed, if appropriate.

## **Notes**

### **1. Dates of official enactment and amendments**

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<sup>1</sup> These dates apply to courses that meet the standard schedule. All other courses will have customized drop/add/withdrawal dates.

Adopted by the president on February 4, 2003. First effective on September 1, 2003.

Amended by the president on February 8, 2011. Effective May 16, 2011 (Summer Session I).

Amended by the president on August 15, 2014. Effective August 25, 2014 (Fall 2014 semester).

Amended by the president on August 15, 2018. Effective August 27, 2018 (Fall 2018 semester).

## **2 History**

The February 8, 2011 amendment addressed the change in #02.10.12, Repeating a Course.

The July 2014 amendment added a one year limit to petition the University Registrar for an Excused Withdrawal.

The August 2018 amendment added a provision that a student may not drop a course once a student has been informed that academic misconduct is suspected.

### **Supersedes**

This policy supersedes all other policies and procedures related to withdrawal from classes, and specifically "Withdrawal from Classes" posted in the Academic Policies Section of the Undergraduate Bulletin.

## **3 Cross References**

Policy #02.10.12, Repeating a Course (Undergraduate)  
Tuition Refund Policy, Undergraduate Bulletin