



Policy Title: AA3001 - Withdrawal from University

Subject Area: Academic

Responsible Official(s): Executive Vice President and Provost

Responsible Office(s): Registrar

Policy Statement

This policy provides undergraduate, graduate and law students the opportunity to process official drops from a course(s) or to withdraw from the University and to ensure that students are properly informed of the academic and financial implications of withdrawal. Students who wish to officially withdraw from the University may do so through the last day to withdraw specified in the university calendar for that part of term.

- The withdrawal date is established at approximately the 75% point in the term or part of term for undergraduate, graduate, and law students.
- Failure to officially withdraw will result in grades of "F" for the courses in which the student is enrolled.
- Late withdrawal requests and retroactive withdrawal requests may be made according to guidelines in the procedures that follow.
- All withdrawals are recorded on the student's course record with a "W" grade when the student drops (or withdraws from) the course after the census date for the part of term in which the course is offered.
- Refund of enrollment fees is based on the official date of withdrawal.
- Financial aid students who withdraw through 60% of the term may be required to repay a portion of their aid.
- Withdrawing from the University may affect eligibility for veteran's benefits and lottery scholarship eligibility.

Definitions

Census Date – The date on which enrollment is captured for state reporting purposes. This is usually the 14th day of the part of term for the longer parts of term, or the 7th day of the part of term for the shorter parts of term.

Procedures

Undergraduate or Graduate Withdrawal

Undergraduate or graduate students may drop individual classes or withdraw from all classes online through the deadline stated in the [semester calendar](#) for the part of term in which the course is being taught. If students have difficulty with dropping classes or withdrawing from all classes online in the portal, they may enter a TigerHelp Request for assistance from the [Office of the Registrar](#). If the student is hospitalized or otherwise incapacitated, other arrangements can be made for withdrawing the student by contacting the [Office of the Registrar](#).

Law School Withdrawal

Law students may drop individual classes or withdraw from all classes online through the deadline stated in the [Law School calendar](#) or the part of term in which the course is being taught. If students have difficulty with dropping classes or withdrawing from all classes online in the portal, they may contact the [Law School Registrar](#). If the student is hospitalized or otherwise incapacitated, other arrangements can be made for withdrawing the student by contacting the [Law School Registrar](#).

Undergraduate and Graduate Late Withdrawal

Late withdrawal requests (i.e., those requested after the final date to drop online and prior to the end of the next major term) students should be filed in the Dean's Office of the student's major college (or the Academic Counseling Center for undergraduate students with no declared major and Graduate School for graduate students with no declared major). Athletes requesting late withdrawals must seek approval from their Athletic Academic Advisor. Students will upload the college's approval (such as an email approval or image of an approving letter) in the TigerHelp system. The Office of the Registrar will process only if the late withdrawal is approved. Withdrawal requests later than one regular term after the term in which the grade was assigned are processed as retroactive withdrawals.

Law School Late Withdrawal

Courses may be dropped after the drop date only with permission of the Dean of the Law School.

Undergraduate and Graduate Retroactive Withdrawal

Requests for a retroactive withdrawal will be considered for a maximum of three years from the semester the course(s) were taken. A retroactive withdrawal is for all classes in a specific term and approved in the case of serious or unforeseen circumstances. Students should provide ample documentation. No withdrawal will be processed after a student graduates. Students

should complete the retroactive withdrawal petition packet online and submit to the Office of the Registrar in TigerHelp system or by email. The Office of the Registrar works in conjunction with the Vice President for Student Academic Success on retroactive withdrawal requests.)

Law Retroactive Withdrawal

Law students should discuss retroactive withdrawal requests or any academic concerns with the Dean of the Law School.

Related Documents, Policies and Forms

[Financial Aid Office](#)
[Graduate Catalog](#)
[Late and Retroactive Withdrawals](#)
[Law School Calendar](#)
[Law School Catalog](#)
[Law School Registrar](#)
[Office of the Registrar](#)
[Retroactive Withdrawal Petition packet](#)
[TigerHelp System](#)
[Undergraduate Catalog](#)
[University of Memphis Calendars](#)

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