



EAST TENNESSEE STATE
UNIVERSITY

Withdrawal from Course(s) Policy

Policy Name: Withdrawal from Course(s)

Policy Purpose

This policy specifies how an undergraduate or graduate student withdraws from a course(s) during a term. A student who wishes to withdraw from all courses for a given term should follow the process in the Withdrawal from Term Policy.

Applicability

This policy applies to undergraduate and graduate students. This policy does not apply to students at the Bill Gatton College of Pharmacy or the Quillen College of Medicine.

Responsible Official, Office, and Interpretation

The Registrar is responsible for the review and revision of this policy. For questions about this policy, please contact the Office of the Registrar. The Provost in consultation with the Office of University Counsel has the final authority to interpret this policy.

Defined Terms

A defined term has a specific meaning within the context of this policy.

Course Withdrawal

Withdrawing from one or more courses, but not all courses, in a given term.

Census Date

The date on which enrollment is captured for state reporting purposes. The Census Date is published in the ETSU Academic Calendar.

Late Withdrawal

Withdrawing from a course or courses after the final day to withdraw, published in the ETSU Academic Calendar, but on or before the last day of classes for the term.

Retroactive Withdrawal

Withdrawing from a course or courses after the last day of classes of the term, as published in the ETSU Academic Calendar, in which a grade was assigned.

Policy Name: Withdrawal from Course(s)

Policy

1. Withdrawal from Course(s).

If a student wishes to withdraw from one or more courses after the drop/add period, but intends to complete other courses in a given term, the student may file the [Request for Withdrawal form](#) for the Course Withdrawal until the last day to withdraw, as published by the Office of the Registrar on the ETSU Academic Calendar for a particular term.

Withdrawing from courses is a separate and distinct process from requesting a refund. A student who requests a refund should refer to the Refund Policy. An approval for any withdrawal does not assure a refund of tuition. Information about a tuition refund request is available on the Bursar's Office web page.

2. Withdrawal after Census Date.

A student who submits a request a Course Withdrawal after the Census Date for the course, published by the Office of the Registrar on the ETSU Academic Calendar, will receive a grade of 'W' or "WF" for the course, dependent on when the form is filed. If the course is dropped before the last day to drop a course without the Dean's Permission, as published by the Office of the Registrar on the ETSU Academic Calendar, the student will receive a W. If the course is dropped after the last day to drop a course without the Dean's Permission, the student will receive either a "W" or "WF" dependent upon whether or not the student was passing at the time of the withdrawal. The decision of the Dean or their designee is final.

3. Late Withdrawal Requests.

A Late Withdrawal request occurs after the last day to withdraw, published by the Office of the Registrar on the ETSU Academic Calendar, and on or before the last day of the course.

An undergraduate student who requests a Late Withdrawal must contact the academic dean, or the dean's designee, of the college where they are a major and request a Late Withdrawal. An undergraduate student who is a double major must contact both academic deans, or the deans' designee, of the colleges where they are a major and request a Late Withdrawal. The dean's, or the dean's designee's, decision is final.

A graduate student must contact the Dean of the Graduate School, or their designee. The dean's, or the dean's designee's, decision is final.

Policy Effective Date: 1/22/19 • **Policy Revised:** 11/7/24
Procedures Effective Date: 1/22/19 • **Procedures Revised:** 11/7/24

Policy Name: Withdrawal from Course(s)

4. Retroactive Withdrawal Requests.

A student who requests to withdraw from course(s) after the last day of classes for the term in which the grade was assigned is processed as a Retroactive Withdrawal. While the university permits Retroactive Withdrawal requests, other entities (e.g. NCAA, other institutions, VA etc.) may not recognize the approval of such a request in the same manner with regard to their certification of courses and eligibility. It is the student's responsibility to determine the impact of a Retroactive Withdrawal on their individual circumstances and activities and to consult with the appropriate campus advisors.

A Retroactive Withdrawal may be approved in the case of serious or unforeseen circumstances. A student must provide ample documentation about the circumstances that led to the request for a Retroactive Withdrawal. A student who requests a Retroactive Withdrawal must submit their written request and supporting documentation to the Dean of Students who will work with the staff in the Office of the Registrar to process the request for a Retroactive Withdrawal. If the request comes from a graduate student, the Dean of Students will work with the Dean of the Graduate School before rendering a decision. A request for a Retroactive Withdrawal may be considered up to one calendar year after the conclusion of the applicable term; however, in the discretion of the Dean of Students, after consultation with the Provost and if applicable the Dean of the Graduate School, exceptions may be granted beyond one year.. A Retroactive Withdrawal request will not be considered and shall not be approved after a student graduates. The Dean of Students' decision is final.

5. Financial Aid Considerations.

A student with financial aid who withdraws from a course may be required to repay a portion of their aid. A graduate student with a graduate assistantship who withdraws may be required to repay a portion of their assistantship award. It is the student's responsibility to contact the Office of Financial Aid and other applicable departments to determine the effect of withdrawal on their financial aid.

6. Other Considerations.

Withdrawing from a course(s) may affect eligibility for veteran's benefits and scholarships, including athletic scholarships. Withdrawing may also affect athletic eligibility. Withdrawing may impact a graduate assistant's or tuition scholarship recipient's ability to maintain the required hours of enrollment for eligibility. It is the student's responsibility to contact the appropriate department advisor to determine what affect withdrawal may have on these opportunities.

Policy Effective Date: 1/22/19 • **Policy Revised:** 11/7/24
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Policy Name: Withdrawal from Course(s)

Procedures

1. Course Withdrawal.

Until 4:30 pm on the last day to withdraw, published on the ETSU Academic Calendar, for the part of the term in which the course(s) have been scheduled, a student who wishes to withdraw from course(s) follows the procedures below.

- 1.1. The student schedules a meeting with their academic advisor, if they are an undergraduate student, or their graduate coordinator, if they are a graduate student.
- 1.2. The student schedules a meeting with a financial aid counselor, if applicable, to discuss how withdrawing impacts financial aid.
- 1.3. The student contacts university housing, if applicable, to discuss how withdrawing impacts a housing contract.
- 1.4. A graduate student contacts a Graduate Specialist to discuss how withdrawing impacts graduate school enrollment.
- 1.5. A graduate student who is a graduate assistant (GA) or tuition scholarship (TS) recipient contacts the Graduate School to discuss how withdrawing impacts their GA or TS contract.
- 1.6. The student contacts the Veteran's Office, if applicable, to discuss how withdrawing impacts veteran's benefits.
- 1.7. The student contacts the Athletics Compliance Officer, if applicable, to discuss how withdrawing impacts athletic eligibility.
- 1.8. The student reviews the [Refund Policy to learn the financial implications of withdrawing.](#)
- 1.9. The student completes [the Request for Withdrawal form.](#)
- 1.10. The student submits a copy of the completed Request for Withdrawal form by one of these methods: (1) in person to the Records Office– 101 Burgin Dossett Hall –; (2) by email to records@etsu.edu; or (3) by fax to (423-439-6604) by 4:30 pm on the date published on the [ETSU Academic Calendar.](#)

2. Late Withdrawals.

Between 4:30 pm on the last day to withdraw from courses, as published on the ETSU Academic Calendar, but on or before 4:30 pm on the last day of classes, a student who wishes to withdraw from a course or courses follows the procedures below.

Policy Effective Date: 1/22/19 • **Policy Revised:** 11/7/24
Procedures Effective Date: 1/22/19 • **Procedures Revised:** 11/7/24

Policy Name: Withdrawal from Course(s)

- 2.1. The student schedules a meeting with their academic advisor, if they are an undergraduate student, or their graduate coordinator, if they are a graduate student.
- 2.2. The student schedules a meeting with a financial aid counselor, if applicable, to discuss how withdrawing impacts financial aid.
- 2.3. The student contacts university housing, if applicable, to discuss how withdrawing impacts a housing contract.
- 2.4. A graduate student contacts a Graduate Specialist to discuss how withdrawing impacts graduate school enrollment.
- 2.5. A graduate student who is a graduate assistant (GA) or tuition scholarship (TS) recipient contacts the Graduate School to discuss how withdrawing impacts their GA or TS contract.
- 2.6. The student contacts the Veteran's Office, if applicable, to discuss how withdrawing impacts veteran's benefits.
- 2.7. The student contacts the Athletics Compliance Officer, if applicable, to discuss how withdrawing impacts athletic eligibility.
- 2.8. The student submits a Request for Late Withdrawal from Course(s) request to the dean, or the dean's designee, of the college where they are a major. The student explains the reason for making the late request and provides documentation related to the request.
- 2.9. The dean, or the dean's designee, of the college where they are a major may request a meeting with the student.
- 2.10. If an undergraduate student is a double major, the deans, or the deans' designee, of the colleges where they are a major may request a meeting with the student.
- 2.11. The dean, or the dean's designee, approves or denies the request. The Graduate School Dean or their designee approves or denies a graduate student's request.

3. Retroactive Withdrawals.

A student who wishes to file a Retroactive Withdrawal from a course or courses should follow the procedure below.

- 3.1. The student schedules a meeting with a financial aid counselor, if applicable, to discuss how withdrawing impacts financial aid.

Policy Effective Date: 1/22/19 • **Policy Revised:** 11/7/24
Procedures Effective Date: 1/22/19 • **Procedures Revised:** 11/7/24

Policy Name: Withdrawal from Course(s)

- 3.2. The student contacts university housing, if applicable, to discuss how withdrawing impacts a housing contract.
- 3.3. A graduate student contacts a Graduate Specialist to discuss how withdrawing impacts graduate school enrollment.
- 3.4. A graduate student who is a graduate assistant (GA) or tuition scholar (TS) recipient contacts the Graduate School to discuss how withdrawing impacts their GA or TS contract.
- 3.5. The student contacts the Veteran's Office, if applicable, to discuss how withdrawing impacts veteran's benefits.
- 3.6. The student contacts the Athletics Compliance Officer, if applicable, to discuss how withdrawing impacts athletic eligibility.
- 3.7. The student requests a Retroactive Withdrawal in writing to the Dean of Students. The student explains the reason for making the request for a Retroactive Withdrawal. The student must explain the reason for making the retroactive request, and provide documentation related to the request.
- 3.8. The Dean of Students may request a meeting with the student.
- 3.9. The Dean of Students either approves or denies the request.

Policy Name: Withdrawal from Course(s)

Applicable Forms and Websites

[Request for Withdrawal Refund Policy](#)
[Graduate School Readmission Form](#)

Authority and Revisions

Authority: TCA § 49-8-203, et seq.

Previous Policy: N/A

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.