

# WITHDRAWAL

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**Approved by:** Office of the Registrar

**History:** N/A

**Related Policies:** Complaints, Petitions and Grievances (<http://catalog.stkate.edu/policies/stu-acad/grad/comp-pet-griev/>)

**Related Forms, Procedures and References:** Academic Calendars | (<https://www.stkate.edu/registrar/academic-calendars/>) Tuition Refund Schedules (<https://www.stkate.edu/academics/academic-resources/student-accounts/refund-schedules/>)

**For Questions Contact:** Office of the Registrar | 651.690.6531

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## Withdrawal from a Course

The academic calendars (<https://www.stkate.edu/registrar/academic-calendars/>) contain the deadlines for dropping a course without notation on the transcript. Courses dropped between this date and the last day to withdraw result in a W (Withdrawal) notation on the transcript. Courses dropped after the last day to withdraw automatically receive a grade of F. Students are encouraged to contact their academic advisor before dropping or withdrawing from a course to discuss the impact on progression in program.

Students are financially responsible for every course for which they register; the amount of tuition refunded for a dropped/withdrawn course is established by deadlines found online in the Summary of Financial Procedures found on the Student Accounts website. (<https://www.stkate.edu/academics/academic-resources/student-accounts/>) Students are expected to read this publication and adhere to published deadlines.

## Withdrawal from the University

Students may withdraw from a graduate program during or after the academic year by contacting their program office. The effective date of withdrawal is the date on which the student initially contacts the program office. Students who do not enroll for a particular term and have not requested a leave of absence may be withdrawn from the program. Students who anticipate returning to the program should request a leave of absence rather than withdraw from the program.

No refunds of tuition are given unless the student officially withdraws. Refunds are made on a prorated basis according to the schedules published in the Summary of Financial Procedures, posted on the Student Accounts website (<https://www.stkate.edu/academics/academic-resources/student-accounts/>).