

# Undergraduate Course, Term and Institutional Withdrawal Policy

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## SECTION I. PURPOSE

This policy establishes the conditions and limitations under which students may withdraw from undergraduate courses (sometimes referred to as “dropping a course”) at the University of St. Thomas. This policy also establishes the conditions and limitations under which undergraduate students may withdraw from all courses in the current term or completely withdraw from St. Thomas with the intention not to enroll in courses in future terms at St. Thomas.

## SECTION II. SCOPE AND APPLICABILITY

The course withdrawal provisions in this policy apply to all students enrolled in undergraduate courses at St. Thomas, other than courses offered by the Dougherty Family College. The course withdrawal provisions of this policy apply regardless of the mode of delivery and regardless of whether the course is credit-bearing.

The term withdrawal and institutional withdrawal provisions in this policy apply to all undergraduate students in baccalaureate degree-seeking programs at St. Thomas. The term withdrawal and institutional withdrawal provisions in this policy do not apply to students enrolled in the Dougherty Family College. Dougherty Family College students are instead subject to the [Dougherty Family College Term and Institutional Withdrawal Policy](#).

Course, term and institutional withdrawals by students who are called to active military service or whose spouses are called into active military service, or by students who are veterans with a service-connected disability, are also subject to the [Military Withdrawal Policy](#). For students covered by the Military Withdrawal Policy, the Military Withdrawal Policy will supersede this policy if the provisions of the two policies differ.

## SECTION III. DEFINITIONS

When used in this policy, the following terms have the following meanings:

- a. **Add/Drop form** (officially titled, “Registration Change Form - Add/Drop” and available in the Registrar’s Office) means the form students must complete and submit to the Registrar’s Office to officially add or drop a course after the regularly scheduled registration period ends.
- b. **Murphy Online** means the web-based, self-service user interface for Banner, the Enterprise Resource Planning (ERP) software product that St. Thomas uses to record and maintain electronic information for students, employees, alumni, and finances, including student course registration and financial aid information (or its successor system).
- c. **Registrar’s Office** means the university office responsible for maintaining the integrity of student records, including, but not limited to, course registration and withdrawal, academic

grades and transcripts, and personal information. This office also may be referred to at St. Thomas as the Office of Student Data and Registrar.

- d. **Student** means any individual enrolled in one or more courses.
- e. **Transcript** is the permanent record of a student's courses and grades at St. Thomas.
- f. **Undergraduate course** means any course that has a three-digit course number below 500 that is offered outside of the Dougherty Family College.
- g. **Undergraduate student** means an individual enrolled in an undergraduate degree-seeking program at St. Thomas other than a program offered by the Dougherty Family College.

#### **SECTION IV. WITHDRAWAL TYPES**

There are three types of withdrawals for students at St. Thomas:

1. **Course withdrawal** refers to a student withdrawing from an enrolled undergraduate course in the current term. This is sometimes referred to as "dropping a course." (See Section V below.)
2. **Term withdrawal** refers to an undergraduate student withdrawing from all enrolled courses in the current term with the potential intention to enroll in courses in future terms at St. Thomas. (See Section VI below.)
3. **Institutional withdrawal** refers to an undergraduate student withdrawing from all enrolled courses in the current term with the intention not to enroll in courses in future terms at St. Thomas. **Institutional withdrawal** also refers to an undergraduate student completing all enrolled courses in the current term with the intention not to enroll in courses in future terms at St. Thomas. (See Section VII below.)

#### **SECTION V. COURSE WITHDRAWAL ("DROPPING A COURSE")**

Students must use Murphy Online or the Add/Drop form to withdraw from an undergraduate course. The official date of withdrawal from a course will be the date the withdrawal made using Murphy Online is effective or the date the Add/Drop form is received by the Registrar's Office during regular office hours.

##### **A. Effect on Transcript**

The official date of withdrawal from a course affects what appears on a student's transcript:

1. **Course Withdrawal Without Notation on Transcript.** Students who withdraw from a course before the "last day to drop a course without notation on record" will not have any record of that course on their transcript. Students must refer to the university's [Academic Calendar](#) to see which day is designated as the "last day to drop a course without notation on record" for each term.
2. **Course Withdrawal with Notation of "W" on Transcript.** Students who withdraw from a course between the "last day to drop a course without notation on record" and the "last day to withdraw from a course without a grade of F" will receive a notation of "W" for the course. A notation of W is an official grade and is posted on the student's transcript. The notation of W will not affect the grade point average. Students must refer to the university's [Academic Calendar](#) to see which days are designated as the "last day to drop a course

without notation on record” and the “last day to withdraw from a course without a grade of F” for each term.

3. **Course Withdrawal with Grade of "F" on Transcript.** Students who withdraw from a course after the “last day to withdraw from a course without a grade of F” will receive a grade of “F” for the course. A grade of F is an official grade and is posted on the student’s transcript. The grade of F will affect the grade point average. Students must refer to the university’s [Academic Calendar](#) to see which day is designated as the “last day to withdraw from a course without a grade of F” for each term.

#### **B. Effect on Tuition and Fees**

Students are responsible for all tuition and fees associated with the course unless a refund is available under applicable policies. Refunds, if any, for a withdrawn course are specified on the [Refund Schedule-Undergraduate Students](#) published by the Business Office. The final dates for various levels of refunds that may be available are specified on the [Academic Calendar](#). The availability of a full refund, a partial refund or no refund will be determined based on the official date of withdrawal.

#### **C. Effect on Financial Aid**

A student’s financial aid may be affected by course withdrawal. Students should contact the Financial Aid Office to determine any consequences to their financial aid related to withdrawing from a course.

#### **D. Effect of Non-Attendance**

Students who do not attend the first day of a course, or cease attending a course after the first day of the course, are not automatically withdrawn from the course by St. Thomas. The instructor does have the option of withdrawing a student from the course if the student does not attend the first day of the course. However, ***students must not assume they have been withdrawn from a course if they did not attend the first day of class or cease attending classes.*** It is the student’s responsibility to confirm an instructor-initiated course withdrawal on Murphy Online or at the Registrar’s Office or take the necessary steps under this policy to withdraw from the course.

### **SECTION VI. TERM WITHDRAWAL**

Undergraduate students who intend to withdraw from all courses in the current term, with the intention of enrolling in courses in future terms at St. Thomas, must withdraw from each individual course in accordance with Section V.A of this policy.

#### **A. Effect on Transcript**

The official date(s) of withdrawal will determine what appears on a student’s transcript (see Section V.A.1 of this policy for more details). Pursuant to Section V.A.1.c, students who withdraw from a course after the “last day to withdraw from a course without a grade of F” will receive a grade of “F” for the course. Under certain exceptional circumstances, a student who initiates a term withdrawal between the “last day to withdraw from a course without a grade of F” and the last day of the term may still receive a notation of “W” for all courses on the transcript. ***Students must contact Academic Counseling to see if their circumstances qualify for this rare exception.*** Students must refer to the [Academic Calendar](#) to see which days for each term are designated as the “last day to withdraw from a course without a grade of F” and the last day of the term.

## **B. Effect on Tuition and Fees**

Students are responsible for all tuition and fees associated with the courses from which they withdraw unless a refund is available under applicable policies. Refunds, if any, are specified on the [Refund Schedule-Undergraduate Students](#) published by the Business Office. The final dates for various levels of refunds that may be available are specified on the [Academic Calendar](#). The availability of a full refund, a partial refund, or no refund will be determined based on the official date of withdrawal, as determined in accordance with Section V.A of this policy.

## **C. Effect on Financial Aid**

A student's financial aid may be affected by term withdrawal. Students should contact the Financial Aid Office to determine any consequences to their financial aid related to withdrawal from all courses for the term.

## **D. Plans to Return to St. Thomas**

Students who plan to return to St. Thomas after any term withdrawal should review the procedures regarding readmission as a former student, as the student may be required to seek readmission before reenrolling in courses at St. Thomas.

## **SECTION VII. INSTITUTIONAL WITHDRAWAL**

### **A. Withdrawal After Completing All Courses in Current Term**

Undergraduate students who intend to complete all courses in the current term but intend not to enroll in courses in future terms at St. Thomas should contact Academic Counseling for assistance with the institutional withdrawal process.

### **B. Withdrawal Before Completing All Courses in Current Term**

Undergraduate students who intend to withdraw from all courses in the current term, and intend not to enroll in courses in future terms at St. Thomas, must withdraw from all courses in accordance with Section V of this policy. Students also should contact Academic Counseling to notify St. Thomas of the student's intention to complete the institutional withdrawal process. Academic Counseling can assist students with this process.

#### **1. Effect on Transcript**

The official date(s) of withdrawal will determine what appears on a student's transcript (see Section V.A.1 of this policy for more details). Pursuant to Section V.A.1.c, students who withdraw from a course after the "last day to withdraw from a course without a grade of F" will receive a grade of "F" for the course. Under certain exceptional circumstances, a student who initiates an institutional withdrawal between the "last day to withdraw from a course without a grade of F" and the last day of the term may still receive a notation of "W" for all courses on the transcript. ***Students must contact Academic Counseling to see if their circumstances qualify for this rare exception.*** Students must refer to the [Academic Calendar](#) to see which days for each term are designated as the "last day to withdraw from a course without a grade of F" and the last day of the term.

#### **2. Effect on Tuition and Fees**

Students are responsible for all tuition and fees associated with the courses from which they withdraw unless a refund is available under applicable policies. Refunds, if any, are specified on the [Refund Schedule-Undergraduate Students](#) published by the Business Office. The final dates for

various levels of refunds that may be available are specified on the [Academic Calendar](#). The availability of a full refund, a partial refund, or no refund will be determined based on the official date of withdrawal, as determined in accordance with Section V.A.

### **3. Effect on Financial Aid**

A student's financial aid may be affected by institutional withdrawal. Students should contact the Financial Aid Office to determine any consequences to their financial related to institutional withdrawal.