



Undergraduate Course, Term and Institutional Withdrawal Policy

Policy number: 207
Policy owner: Vice Provost for Academic Affairs

Date of initial publication: Not available
Date of latest revision: February 11, 2022

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

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

3. 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, ~~it is the student’s~~

~~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. ~~It is the student’s~~

~~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. 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](#)-

