

# STUDENT INITIATED

## Policy

This policy addresses situations when a student determines they must withdraw from one or more classes without completing them or must withdraw from the University altogether, whether permanently or for a specified length of time. In all situations, students must formally indicate their intentions in the University's Student Information System (Campus Connect).

### A. Drop from a Class

Students dropping from one or more classes before the drop deadline will have the classes removed from their academic record, no impact to their GPA, and their tuition will be recalculated.

### B. Withdrawal from a Class

Students may withdraw from one or more classes prior to the eighth week of the quarter but after the drop deadline of a given term. In these cases, the grade on the transcript will indicate "W", no quality points will be factored into the GPA, and tuition will not be recalculated. Withdrawals from an individual class are effective the day on which they are made within the system. Simply ceasing to attend, or notifying the instructor, or nonpayment of tuition, does not constitute an official withdrawal from class and will result in academic as well as financial penalty.

### C. Withdrawal from all Classes

Withdrawal from the university:

- Students wishing to withdraw from the university must complete an online form within the Student Information System. Students who are physically unable to fill out the form may designate someone to act on their behalf, and they should contact the OneDePaul office.
- The student's official withdrawal date will be the date the form is submitted.
- Once the form is submitted a OneDePaul counselor will contact the student to discuss financial and academic ramifications of withdrawing and discuss possible alternatives.
- The OneDePaul counselor will process the withdrawal once the student understands all the options and impacts.

### D. Leave of Absence

In this situation, students specify the number of quarters they intend to be absent from the University.

- Leaves of Absence come under three headings: personal, military, and medical. For programs in Music, Theater and Law: Due to the sequential nature of most of the programs in these colleges, courses students need to take may not be available to them in the term in which they may wish to return, and students should plan appropriately. Additionally, some programs may require a student to take a full year leave.
- Any student wishing to take a leave of absence must complete a "Leave of Absence Application" within the Student Information System.
- Military: students called for military service should fill out an online "Military Leave Form" and provide a copy of their official military orders. Upon their return, they should meet with an academic advisor to discuss resuming their studies.

- Time limits for leaves of absence: Non-military leaves of absence are for at most 4 quarters (not including summer & December sessions) and non-renewable during the student's career. Military leaves are variable depending on their orders.

### E. Late Withdrawals

These withdrawals occur after the eighth week of a given term (for Law see the academic calendar). Students must apply for this designation; if it is approved, class grades on the transcript for approved classes will be awarded a WA grade and no quality points will be factored into the GPA. During their college career, students may be allowed a maximum of 2 administrative withdrawals of which one must be of a medical nature. Each request may be for only 1 term of classwork. Classes with grades of C- or higher will not be considered for administrative withdrawal.

### F. Students Who are Eligible to Enroll but Do Not Register

Students remain eligible to register for three consecutive quarters (or for Law two semesters) of no activity, excluding summer and December sessions. After that time has elapsed, the student's status at the university will be changed to "discontinued." In these cases, students must seek readmission if they wish to return to DePaul.

## Procedures

### A. Drop from a class

Students can drop courses under the manage classes tile. A message will appear in the Student Information System when a student has successfully dropped a class telling them that it has been completed successfully.

### B. Withdrawal from all Classes

1. The student may make a request to withdraw from the university through the online form in Campus Connect:

- Students will be contacted when their withdrawal request is received.
- A case will be created within the One DePaul system so that a OneDePaul counselor will contact the student to discuss financial ramifications of withdrawing, while the student's College Office advisor will discuss academic ramifications; together they will work with the student to assess possible alternatives.
- The OneDePaul counselor will process the withdrawal once the student understands all the options and impacts.
- Students will be informed by email when their requests have been processed.
- Information about the withdrawal will be shared with the Office of the University Registrar, the student's home school/college office, financial aid, and the student's advisor. If the withdrawal is for only one term, the student will receive an automatic email reminding them of registration dates for the next term.
- Students will report the reason why they are withdrawing through radio buttons and type-in text on the withdrawal form. This information will be shared with specific college and university staff.
- Students who are not able to request a withdrawal themselves will be referred to the OneDePaul office.

2. Students who appear to be eligible to enroll but don't register.

- After the last date to add but before the end of the term, an automatic email will be sent to students to ask about their intentions and encourage them to talk with an advisor. In particular, the email will

direct students who are intending to return to complete an online "Leave of Absence Application" (see below). It will also warn them that their status at the university will be changed to "discontinued" if they have not submitted the application and are not registered for three quarters (or for Law two semesters).

determination as to whether an exception to policy will be granted. As needed, they will contact CSD for consultation.

### **C. Leave of Absence**

- The student must complete the "Leave of Absence Application" within the Student Information System.
- A confirmation of the leave will be sent to the student. The confirmation will include the beginning and expiration dates, and what the student must do to be reactivated.

### **D. Late Withdrawal**

Decision-making for late withdrawals resides within the OneDePaul office. These principles underlie the decision-making processes:

- All policies are driven by academic concerns.
- Decisions are guided by the best interests of the students.
- Decisions will be made in compliance with federal regulations.

#### **1. Deadline to Submit Requests**

Requests for late withdrawals must be submitted to the OneDePaul Office via the online form by the following deadlines.

- Autumn Quarter: Last day of the last final exam of the subsequent winter quarter.
- Winter Quarter: Last day of the last final exam of the subsequent spring quarter.
- Spring Quarter: The end of the second week of the subsequent autumn quarter.
- Summer Terms: Last day of the last final exam of the subsequent autumn quarter.

For the College of Law:

- Autumn Semester: Last day of the last final exam of the subsequent spring semester.
- Spring Semester: The end of the second week of the subsequent autumn semester.
- Summer Semester: Last day of the last final exam of the subsequent autumn semester.

#### **2. Approval Process**

a. Initial administrative review of student late withdrawal petitions will be done by the OneDePaul Office. OneDePaul may grant the requests that fall within the published guidelines.

b. Those petitions that are denied, that have been submitted within the submission deadlines and within the other published approval criteria will be automatically reviewed by an appeals committee. The committee will be comprised of one member from the Dean of Students Office, OneDePaul Office, and a Provost-appointed staff or faculty member.

c. Student petitions for late withdrawal that exceed the number of requests allowed or that were submitted after the deadline will be reviewed by the administrative staff of OneDePaul. If they believe that extraordinary conditions warrant review, they may submit the petition to the Provost's delegate for review. The delegate will make the