

# STUDENT INITIATED

Students who must withdraw either from a course or from the University may do so by using Campus Connect, the University's web registration system. Students unable to use the web registration system should contact their home school/college office, whether in person, phone or email (emails must be sent from the student's preferred email listed in Campus Connect). Students who are physically unable to contact the university may designate someone to act on their behalf.

Withdrawals processed through Campus Connect are effective the day on which they are made. Withdrawals processed through the student's home school/college office are effective:

- in person: the date the student had the transaction processed in the office
- for email: the date the email was sent
- for mail: the date the letter was received

Simply ceasing to attend, or notifying the instructor, or nonpayment of tuition, does not constitute an official withdrawal from the course and will result in academic as well as financial penalty.

## A. Withdrawal from One or More Courses

Students who wish to withdraw from one or more courses within a term must do so by the stated deadline date(s) for that term. Students who missed the deadline due to extenuating circumstances should consult section C.

Students who withdraw from all courses for a term, and who plan to return the next term, are eligible to register for the next term.

Students who plan to permanently withdraw from the University should consult Section B.

## B. Withdrawal from the University

Students who decide to permanently withdraw from the University must do so using the DePaul University Permanent Withdrawal/Military Leave Request application in Campus Connect. Students are strongly encouraged to consult with their advisor before doing so.

1. Students enrolled for current and/or future terms are required to withdraw from all courses before requesting permanent withdrawal in the DePaul University Permanent Withdrawal/Military Leave Request application in Campus Connect.
2. Students who are not currently enrolled and wish to permanently withdraw from the university should complete the DePaul University Permanent Withdrawal/Military Leave Request application in Campus Connect.
3. Students who wish to return to the University after a permanent withdrawal must complete an application for readmission.

## C. Late Withdrawals

In rare circumstances, students who missed the deadline to withdraw from a course (or courses) may request a late withdrawal from either the Dean of Students office or the student's home college office.

1. Decision-making for late withdrawals resides primarily in the Dean of Students Office for personal/medical issues, and in the School/College Office for all other issues. These principles underlie the decision-making processes:

All policies are driven by academic concerns:

- a. Decisions are guided by the best interests of the students.
  - b. Decisions will be made in compliance with federal regulations.
2. Restrictions on requesting approval for late withdrawal: Requests for late withdrawals from one or more courses in a given quarter must be submitted to either the Dean of Students Office (for medical/personal withdrawals), or the student's home School/College Office (for administrative withdrawals) by the following deadlines.

For Undergraduate/Graduate:

- 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:

- Fall Semester: Last day of the final exam period for the fall semester.
- Spring Semester: Last day of the final exam period for the spring semester.
- Summer Semester: Last day of the final exam period for the summer semester.

College of Law students filing a late withdrawal appeal in the Fall or Spring semester of the first year of law school must request withdrawal from all courses.

During their college career, students may be allowed one medical/personal approved administrative withdrawal and one college office administrative withdrawal, each for one or more courses in a single term.