**Voluntary Withdrawal of Students UPPS No. 07.08.02**

**from the University Issue No. 10**

**Effective Date: 06/01/2023**

**Next Review Date: 11/01/2025 (E2Y)**

**Sr. Reviewer: University Registrar**

**POLICY STATEMENT**

*Texas State University is committed to student persistence, success, and completion but recognizes that circumstances may arise whereby a student may have to withdraw from a course.*

**01. SCOPE**

 01.01 This policy documents the definition of withdrawal and the procedures applicable to the process for voluntary withdrawals by students.

**02. DEFINITIONS**

02.01 Reinstate a Withdrawn Schedule – the process of registering a student back into their withdrawn classes after a withdrawal request has been processed by the Office of the University Registrar and the student has decided to cancel their withdrawal.

02.02 Void – the process of dropping all courses and going to zero hours before the start of term for the student’s registered courses.

02.03 Withdrawal – the process of dropping all courses in which a student is enrolled and going to zero hours for the current semester. A voluntary withdrawal is a process initiated by the student and not resulting from an administrative action.

02.04 Withdrawal Cancellation – deciding to stay enrolled for the current semester after submitting an official withdrawal request.

02.05 Withdrawal Date – the date the student indicates an intent to withdraw. That date will be captured when the student logs into the university online withdrawal request system and selects a term. The intent date is the withdrawal date and will be used to make decisions such as, refund amounts, financial aid eligibility, and registration status.

**03. PROCEDURES FOR WITHDRAWAL**

03.01 Students may withdraw via the university [online withdrawal request system](https://tim.txstate.edu/universitywithdrawal/Home/ctl/Login/portalid/129) by submitting their official withdrawal request electronically by the withdrawal deadlines, as published by the University Registrar (refer to the [Academic Calendar](https://www.registrar.txst.edu/registration/ac/academic-calendar.html) for specific dates). A student who wishes to withdraw by visiting the Office of the University Registrar, located on the first floor of the J.C. Kellam Administration Building, will be directed to the lobby computers to use the [online withdrawal request system](https://tim.txstate.edu/universitywithdrawal/Home/ctl/Login/portalid/129).

03.02 Withdrawal requests received with an intent date before the first day of the specified semester, will be processed as a void. Voids will not update the student’s registration status, so students may still register for that semester up until the registration deadlines as published by the University Registrar (refer to the [Academic Calendar](https://www.registrar.txst.edu/registration/ac/academic-calendar.html) for specific dates). Doctoral students who have reached candidacy who withdraw prior to the first day of classes are required to fill out a leave of absence form and file it with the Graduate College.

 The Office of the University Registrar will not register students back into their courses after a void has been processed. Students will need to register themselves if they later decide to attend that semester.

03.03 Withdrawals processed with an intent date on or after the first day of the semester through the census date, will have no record of attending classes on their transcript when grades post or count towards attempted hours. The student’s registration status will be updated to a withdrawn status, and they will no longer be able to register for courses in the current semester, even if the courses are in a later part of term that has not yet started.

Students in a withdrawn status, wishing to register for a later part of term in the same semester will need to contact the Office of the University Registrar to cancel their withdrawal.

03.04 Withdrawal requests processed after the start of classes but before the census date will result in an inactivated student record. Undergraduate students who withdraw before the census date during the fall or spring semesters, will need to re-apply to return for a future semester. Information and deadlines can be found on the [Undergraduate Admissions’ website](https://www.admissions.txst.edu/future-students/returning.html). Graduate students will need to contact the Graduate College to see if they need to re-apply for admission, or to have their student record activated to register for a future semester.

03.05 A student may check their class schedule via [Student Self-Service](https://ssb.txstate.edu/prod/twbkwbis.P_GenMenu?name=homepage) to verify that the withdrawal has been processed.

03.06 Information on how withdrawals will affect a student’s grades can be found in [G/PPS No. 02.08](https://policies.txst.edu/division-policies/global/02-08.html), Schedule Changes, Drops, and Withdrawals.

03.07 The appropriate offices, including ID Services, Information Technology Assistance Center (ITAC), Student Business Services Collections, Student Health Center, Financial Aid and Scholarships, Department of Housing and Residential Life, Alkek Library, Veterans Affairs, and the Athletics Department, will be notified by email that the student has withdrawn.

**04. REFUND PROCEDURES**

04.01 The university will issue refunds to withdrawing students according to the [refund schedule](https://www.sbs.txst.edu/students/refunds.html) available on the Student Business Services [website](https://www.sbs.txst.edu/).

 Students who currently reside in university housing must contact the [Department of Housing and Residential Life](http://www.reslife.txst.edu/) to arrange for a contract cancellation due to withdrawal from the university. Refunds for canceled housing contracts may be credited, depending upon the reason for withdrawal, only for a prorated portion of the academic year costs.

04.02 The Office of the University Registrar may make exceptions to the refund schedule under extenuating circumstances (see [UPPS No. 02.01.12](https://policies.txst.edu/university-policies/02-01-12.html), Tuition and Fees Refund Appeal Policy for more information)

**05. PROCEDURES FOR CANCELLING A SUBMITTED WITHDRAWAL REQUEST**

05.01 Students who submit a withdrawal request but have since decided to cancel their withdrawal and continue with their classes, must contact the Office of the University Registrar to request a withdrawal cancellation.

05.02 If the submitted withdrawal has not been processed, the Office of the University Registrar will cancel the request.

 If the submitted withdrawal has been processed by the Office of the University Registrar, a student may request to be reinstated back into their current schedule up to seven days (one week) after the withdrawal was submitted. The Office of the University Registrar will also require approval from each instructor to be reinstated back into their class(es).

 The Office of the University Registrar will not process requests to be reinstated back into classes more than seven days after the withdrawal request was submitted.

**06. REVIEWERS OF THIS UPPS**

06.01 Reviewers of this UPPS include the following:

Position Date

University Registrar November 1 E2Y

Director, Financial Aid and November 1 E2Y

Scholarships

**07. CERTIFICATION STATEMENT**

This UPPS has been approved by the following individuals in their official capacities and represents Texas State policy and procedure from the date of this document until superseded.

University Registrar; senior reviewer of this UPPS

Associate Vice President for Enrollment Management and Marketing

Vice President for TXST Global