

Your Options

Incomplete Credits

The mark of “I” (Incomplete) is granted when students are unable to complete course requirements for reasons beyond their control and when arrangements have been made with the instructor before the end of the semester.

It is the responsibility of students to develop a contract to meet the instructor’s requirements for making up an Incomplete. Ordinarily, the Incomplete must be made up during the next semester. (Students receiving financial aid may have specific requirements. See the Financial Aid section of The Bulletin).

Changing a “F” grade to “W”

Tuition refunds for graded courses cannot be considered because a grade indicates that the student has completed the course. In order to change a graded course to “W”, contact the Academic Affairs Office and file an academic appeal form. If the Academic Appeal committee grants your request, you may then request a tuition refund by completing a tuition refund appeal form.

Withdrawal from Enrollment

To withdraw officially from all enrolled courses, students must complete the Student Withdrawal form which is available from the Counseling Center.

Students who withdraw without following this procedure will receive a grade of “F” in each course and are considered “unofficially withdrawn.” Financial Aid recipients who unofficially withdraw may incur repayment obligations.

“W” grades cannot be granted if the complete withdrawal takes place later than the normal withdrawal deadline of the semester. Under special circumstances, students may pursue “retroactive withdrawal” after this deadline by filing an Academic Appeal with the Office of Academic Affairs, Owens 206.

Any refund of tuition or fees will be according to the schedule given under “Refund of Payments.”

Military Withdrawal

A student who withdraws from the University because he/she has been called into active duty must bring the Registrar a copy of his/her military orders, including notification of the date of departure. Such a student will receive a full refund of tuition and fees without credit or grades being posted if less than 75% of the term has elapsed. In the event that 75% or more of the term has elapsed, the student will receive full credit with grades earned at the time of withdrawal. If a course relies on a final project and/or examination to determine satisfactory performance, no credits will be granted if the student withdraws prior to completion of such required work. A full refund of tuition and fees will be made for those courses in which credit is not granted. Normally, the provisions of this policy do not apply to 14-day annual active duty training requirements.