



EAST TENNESSEE STATE
UNIVERSITY

Withdrawal from Term Policy

Policy Name: Withdrawal from Term Policy

Policy Purpose

This policy specifies how an undergraduate or graduate student withdraws from all courses and the university during a particular term. If a student wishes to withdraw from one course or a limited number of courses and will continue to be enrolled in a term, they should refer to the Withdrawal from Course Policy.

Applicability

This policy applies to undergraduate and graduate students. This policy does not apply to students at the Bill Gatton College of Pharmacy or the Quillen College of Medicine.

Responsible Official, Office, and Interpretation

The Registrar is responsible for the review and revision of this policy. For questions about this policy, please contact the Office of the Registrar. The Provost in consultation with the Office of University Counsel has the final authority to interpret this policy.

Defined Terms

A defined term has a specific meaning within the context of this policy.

Census Date

The date on which enrollment is captured for state reporting purposes. The Census Date is published on the ETSU Academic Calendar.

Major Term

The fall or spring terms. Summer and winter terms are not considered a Major Term.

Retroactive Withdrawal

Withdrawing from all courses after the last day of classes of the term, as published on the ETSU Academic Calendar, in which a grade was assigned.

Term Withdrawal

Withdrawing from all courses in a term in which a student is enrolled in a given term.

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Policy

1. Withdrawal from Term.

If a student wishes to withdrawal from all courses in a given term, the student may file an official [Term Withdrawal request](#). Withdrawing from the term is not a permanent withdrawal from university as long as the student meets the re-enrollment criteria below.

1.1. Withdrawal after Part of Term Census Date.

A student who submits a request for Term Withdrawal after the part-of term Census Date, published by the Office of the Registrar on the ETSU Academic Calendar, will receive a grade of 'W' for those courses.

2. Re-enrolling after Withdrawing from Term.

2.1. Undergraduate Students Re-enrolling after Term Withdrawal.

An undergraduate student who requests Term Withdrawal will be allowed to re-enroll in course(s) during the next available term if they meet the deadlines and requirements, published by the Office of the Registrar on the ETSU Academic Calendar for a particular term, or if the classes they wish to enroll in meet during a part of semester term (e.g., 2nd of three, five-week terms in fall or spring). A student who does not meet the admissions deadline will not be permitted to register and to re-enroll for a late start during the same academic term.

An undergraduate student who wishes to re-enroll for the term immediately following the term in which they requested Term Withdrawal is not required to re-apply for admission and may enroll for the next term (e.g., fall, spring, summer). A student who has a one Major Term gap in enrollment must reapply for admission to the university.

An undergraduate student who requests a Term Withdrawal after the Census Date would not need to apply to be re-admitted to the university if they re-enroll in the following Major Term because there would not be a one Major Term gap. An undergraduate student who requests a Term Withdrawal before the Census Date would need to reapply for admission to the university because there would be a Major Term gap.

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2.2 Graduate School Students Re-enrolling after Withdrawing from Term.

A graduate student who has requested a Term Withdrawal and has an approved Leave of Absence pursuant to the [Graduate Student Leave of Absence Policy](#) will submit a [Readmission Form](#) to re-enroll.

A graduate student within matriculation limits, as defined in the [Graduate School Policy on Matriculation limits](#), who has a two-term gap in enrollment (not including Summer) must complete a [Readmission Form](#) pursuant to Graduate School Admission Policy for Degree-seeking Students. A graduate student who is outside of the matriculation limits will need to submit a new application for readmission to the program pursuant to [Graduate School Admission Policy for Degree-seeking Students](#).

3. Retroactive Withdrawal Requests.

A student who requests Term Withdrawal after the term concludes is processed as a Retroactive Withdrawal. While the university permits Retroactive Withdrawal requests, other entities (e.g. NCAA, other institutions, VA etc.) may not recognize the approval of such a request in the same manner with regard to their certification of courses and eligibility. It is the student's responsibility to determine the impact of a Retroactive Withdrawal on their individual circumstances and activities and to consult with the appropriate campus advisors.

A Retroactive Withdrawal may be approved in the case of serious or unforeseen circumstances. A student must provide ample documentation about the circumstances that led to the request for a Retroactive Withdrawal. A student who requests a Retroactive Withdrawal must submit their written request and supporting documentation to the Dean of Students who will work with the staff in the Office of the Registrar to process the request for a Retroactive Withdrawal. If the request comes from a graduate student, the Dean of Students will work with the Dean of the Graduate School before rendering a decision. A request for a Retroactive Withdrawal may be up to one calendar year after the conclusion of the applicable term; however, in the discretion of the Dean of Students, after consultation with the Provost and if applicable the Dean of the Graduate School, exceptions may be granted beyond one year. A Retroactive Withdrawal request will not be considered and shall not be approved after a student graduates. The Dean of Students' decision is final.

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4. Refund, Financial Aid, and Other Considerations.

Term Withdrawal is a separate and distinct process from requesting a refund. An approval for any withdrawal does mean a student is eligible for a refund of tuition. A student who wishes to request a refund should refer to the [Refund Policy](#). Information about a tuition refund request is available on the [Bursar's Office web page](#).

A student with financial aid who withdraws from a term may be required to repay a portion of their aid. A graduate student with a graduate assistantship who withdraws may be required to repay a portion of their assistantship award. It is the student's responsibility to contact the Office of Financial Aid and other applicable departments to determine the effect of withdrawal on their financial aid.

Term Withdrawals may affect eligibility for veteran's benefits and scholarships, including athletic scholarships. Withdrawing may also affect athletic eligibility. It is the student's responsibility to contact the appropriate department advisor to determine what affect withdrawal may have on these opportunities.

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Procedures

1. Term Withdrawal.

Until 4:30 pm on the last day to withdraw, published on the ETSU Academic Calendar, for the part of the term in which the course(s) have been scheduled, a student who seeks Term Withdrawal follows the procedures below.

- 1.1. The student schedules a meeting with their academic advisor if they are an undergraduate student or their program coordinator if they are a graduate student to discuss the implications of withdrawing.
- 1.2. The student schedules a meeting with a financial aid counselor, if applicable, to discuss how withdrawing impacts financial aid.
- 1.3. The student contacts university housing, if applicable, to discuss how withdrawing impacts a housing contract.
- 1.4. A graduate student contacts a Graduate Specialist to discuss how withdrawing impacts graduate school enrollment.
- 1.5. A graduate student who is a graduate assistant (GA) or tuition scholarship (TS) recipient contacts the Graduate School to discuss how withdrawing impacts their GA or TS contract.
- 1.6. The student contacts the Veteran's Office, if applicable, to discuss how withdrawing impacts veteran's benefits.
- 1.7. The student contacts the Athletics Compliance Officer, if applicable, to discuss how withdrawing impacts athletic eligibility.
- 1.8. The student reviews the [Refund Policy](#) to learn the financial implications of withdrawing.
- 1.9. The student completes the [Request for Withdrawal](#) form.
- 1.10. The student submits a copy of the completed Request for Withdrawal form by one of these methods: (1) in person to the Records Office– 101 Burgin Dossett Hall –; (2) by email to records@etsu.edu; or (3) by fax to (423-439-6604) by 4:30 pm on the date published on the [ETSU Academic Calendar](#).

2. Late Withdrawals.

Between 4:30 pm on the last day to withdraw from courses, as published on the ETSU Academic Calendar, but on or before 4:30 pm on the last day of classes, a student who seeks Term Withdrawal follows the procedures below.

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- 2.1. The student schedules a meeting with their academic advisor if they are an undergraduate student or their program coordinator if they are a graduate student to discuss the implications of withdrawing.
- 2.2. The student schedules a meeting with a financial aid counselor, if applicable, to discuss how withdrawing impacts financial aid.
- 2.3. The student contacts university housing, if applicable, to discuss how withdrawing impacts a housing contract.
- 2.4. A graduate student contacts a Graduate Specialist to discuss how withdrawing impacts graduate school enrollment.
- 2.5. A graduate student who is a graduate assistant (GA) or tuition scholarship (TS) recipient contacts the Graduate School to discuss how withdrawing impacts their GA or TS contract.
- 2.6. The student contacts the Veteran's Office, if applicable, to discuss how withdrawing impacts veteran's benefits.
- 2.7. The student contacts the Athletics Compliance Officer, if applicable, to discuss how withdrawing impacts athletic eligibility.
- 2.8. The student submits a Request for Late Term Withdrawal request to the dean, or the dean's designee, of the college where they are a major. The student explains the reason for making the late request and provides documentation related to the request.
- 2.9. The dean, or the dean's designee, of the college where they are a major may request a meeting with the student.
- 2.10. If an undergraduate student is a double major, the deans, or the deans' designee, of the colleges where they are a major may request a meeting with the student.
- 2.11. The dean, or the dean's designee, approves or denies the request. The Graduate School Dean or their designee approves or denies a graduate student's request.

3. Retroactive Withdrawals.

A student who wishes to file a Retroactive Withdrawal from the University should:

- 3.1. The student schedules a meeting with a financial aid counselor, if applicable, to discuss how withdrawing impacts financial aid.

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- 3.2. The student contacts university housing, if applicable, to discuss how withdrawing impacts a housing contract.
- 3.3. A graduate student contacts a Graduate Specialist to discuss how withdrawing impacts graduate school enrollment.
- 3.4. A graduate student who is a graduate assistant (GA) or tuition scholar (TS) recipient contacts the Graduate School to discuss how withdrawing impacts their GA or TS contract.
- 3.5. The student contacts the Veteran's Office, if applicable, to discuss how withdrawing impacts veteran's benefits.
- 3.6. The student contacts the Athletics Compliance Officer, if applicable, to discuss how withdrawing impacts athletic eligibility.
- 3.7. The student requests a Retroactive Withdrawal in writing to the Dean of Students. The student explains the reason for making the request for a Retroactive Withdrawal. The student explains the reason for making the retroactive request, and provide documentation related to the request.
- 3.8. The Dean of Students may request a meeting with the student.
- 3.9. The Dean of Students either approves or denies the request.

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Applicable Forms and Websites

[Request for Withdrawal Refund Policy](#)

[Graduate School Readmission Form](#)

Authority and Revisions

Authority: TCA § 49-8-203, et seq.

Previous Policy: N/A

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the university, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.