WITHDRAWAL FROM ALL COURSES DURING A SEMESTER OR TERM

Students who find it necessary to withdraw from all courses during a semester/term must immediately contact the **Office of the Associate Dean of Students/Title IX Coordinator, AD 238, 765-285-1545**. This includes students enrolled in all main campus courses, or in a blended schedule of main campus and online/distance education courses.

1. **Automatic Course Withdrawal Period**
   For courses that follow the full semester or term – from the first to the forty-fifth day of classes in a fall or spring semester, first to the thirtieth day of classes of a summer term, and first to the fifteenth day of classes of a summer part-of-term.

   For all other courses (i.e. online independent learning courses, part-of-term courses) - from the official start date of the course through 60% of the scheduled duration of the course.

   1.1 The grade of "W" is automatically given for each course in which a student is registered when withdrawal from all courses is accomplished during this period.
   1.2 Abandonment of a course or courses without having properly followed the procedure as indicated above will normally result in the issuance of an “F” grade.
   1.3 When a student withdraws from all courses, the faculty member in whose course the student is registered will record the last date of attendance and a grade of “W”.

2. **Withdrawal After the Automatic Course Withdrawal Period Because of Verifiable Extenuating Circumstances**.

   If there are verifiable extenuating circumstances that make withdrawal from all courses necessary and academically justified after the withdrawal period, the **Office of the Associate Dean of Students/Title IX Coordinator** (or designate) or Division of Online and Distance Education may grant an exception to the above for withdrawal from main campus courses or online/distance education courses, respectively. When a student withdraws from all courses, each faculty member is notified. The faculty member in whose course the student is registered will record the last date of attendance and a grade of W or F.