

TEMPLE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

Title:	Withdrawal from Classes (Undergraduate and Graduate)
Policy Number:	02.10.14
Issuing Authority:	Office of the President
Responsible Officer:	Provost
Date Created:	February 4, 2003
Date Last Amended/Reviewed:	February 8, 2011
Date Scheduled for Review:	February 15, 2015
Reviewing Office:	Undergraduate Studies and Graduate School

Scope of Policy & Rationale

An undergraduate or graduate student who wishes to discontinue a course after the drop period has ended may withdraw during the time period specified below.

Definitions

- Drop** - The term “drop” refers to an action taken by a student during the first two weeks of the fall or spring semester or summer sessions¹ to remove a course from his/her transcript. A student is not financially responsible for dropped courses.
- Withdraw** - The term “withdraw” refers to an action taken by a student to discontinue enrollment in a course after the drop period in weeks three through nine of the fall or spring semester or weeks three and four of the summer sessions. The course is recorded on the transcript with the notation of “W.” A student is financially responsible for courses from which he/she has withdrawn.
- Withdrawal with Approved Excuse** - The term “withdrawal with approved excuse” refers to an approved petition to withdraw from a course due to medical, catastrophic or other circumstances beyond the student’s control. The course is recorded on the transcript with the notation of “WE.” A student is financially responsible for courses from which he/she has withdrawn with an approved excuse.

Policy Statement

The process of discontinuing enrollment in a course during weeks three through nine of the fall or spring semester, or during weeks three and four of summer sessions¹, is referred to as withdrawing. A student is financially responsible for courses from which he/she has withdrawn.

¹ These dates apply to courses that meet the standard schedule. All other courses will have customized drop/add/withdrawal dates.

Under special circumstances, a student may be eligible to petition for a tuition refund under the Tuition Refund Policy.

A student who must withdraw due to medical, catastrophic, or other circumstances beyond the student's control may petition the dean of his/her school or college for a withdrawal with approved excuse (WE). A WE is generally approved for all courses in a semester. In exceptional cases, a WE can be approved for a single course when the need to withdraw is directly related, or attributed, to that course.

A student who is granted a WE for medical reasons will need to present documentation from a medical provider prior to returning to classes showing that he/she is medically ready to return to the rigors of academic work.

Course withdrawals are included in the course repeat count (see #02.10.12, Policy on Repeating a Course). WE courses will not be included in the course repeat count.

Notes

1. Dates of official enactment and amendments

Adopted by the president on February 4, 2003. First effective on September 1, 2003.

Amended by the president on February 8, 2011. Effective May 16, 2011 (Summer Session I).

2. History

The February 8, 2011 amendment addressed the change in #02.10.12, Repeating a Course.

Supersedes

This policy supersedes all other policies and procedures related to withdrawal from classes, and specifically "Withdrawal from Classes" posted in the Academic Policies Section of the Undergraduate Bulletin.

3. Cross References

Policy #02.10.12, Repeating a Course (Undergraduate)
Tuition Refund Policy, Undergraduate Bulletin