



## **AOP 12.02: WITHDRAWAL FROM THE UNIVERSITY**

### **PURPOSE**

The purpose of this Academic Operating Policy and Procedure (AOP) is to define the policy for allowing students to withdraw from Mississippi State University.

### **REVIEW**

This AOP will be reviewed every four years or whenever circumstances require an earlier review by the Associate Provost for Academic Affairs (APAA) with recommendations for revision presented to the Provost and Executive Vice President.

### **POLICY/PROCEDURE**

Any student leaving the University prior to the end of the period of enrollment, except for temporary absences, should initiate withdrawal procedures at his/her Academic Dean's office. By completing this procedure, the student may prevent future difficulties in obtaining transcripts or in re-entering the University, and will avoid having a grade of F (failure) automatically recorded for all courses taken during the semester.

A student who withdraws after the 10<sup>th</sup> day of classes for the fall and spring semesters will receive a grade of W for each course scheduled. A student who withdraws after the 2<sup>nd</sup> day for the five-week term, after the 3<sup>rd</sup> day for the ten-week term, or after the 2<sup>nd</sup> day of a shortened format course (10-24 class meetings), will receive a grade of W for each course scheduled.

No withdrawals will be allowed during the last two weeks before the beginning of final examinations for the fall and spring semesters, during the last week prior to the beginning of examinations for each five-week/ten-week summer term, or during the last three days of a shortened format course (10 to 24 class meetings).

The withdrawal of any student shall not be effective on a date prior to the last day of class attendance.

In highly unusual circumstances resulting from extreme hardship, a student may petition to withdraw retroactively from a semester within one calendar year. The request for withdrawal will be considered only when accompanied by appropriate documentation of the situation (e.g., medical emergency or administrative error) which was related to the student's recorded academic performance for the semester in question. Such requests must be approved by the student's advisor, department head, dean, and the Provost. For cases other than administrative error in which final grades were recorded, the student's instructors should be consulted before a final decision is rendered and should be notified after the decision is made. In no case will more than one semester's work be retroactively withdrawn during a student's matriculation at Mississippi State University.

**RECOMMENDED BY:**

/s/ Peter L. Ryan  
Associate Provost for Academic Affairs

01/05/2017  
Date

/s/ Judy Bonner  
Provost and Executive Vice President

02/12/2017  
Date

/s/ Cody P. Coyne  
President, Robert Holland Faculty Senate

02/13/2017  
Date

**REVIEWED BY:**

/s/ Timothy N. Chamblee  
Assistant Vice President and Director  
Institutional Research and Effectiveness

02/15/2017  
Date

/s/ Joan Lucas  
General Counsel

03/09/2017  
Date

**APPROVED:**

/s/ Mark Keenum  
President

03/23/2017  
Date