

# SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

## Policy Manual

**SUBJECT:** Withdrawal from the University

**NUMBER:** Policy II-6-3 (Formerly Policy III-20)

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Recognizing that circumstances may arise where a student cannot complete his or her course of study during a term, the South Dakota School of Mines and Technology has adopted a mechanism by which the student may withdraw from courses or from the Regental system.

1. Dropping courses and withdrawal from the university are effective only on the date that notice is received in the Registrar and Academic Services office. This notice must be given by the student using the appropriate forms. Dates for dropping courses and withdrawing from the university will be proportionally adjusted for summer terms of instruction. These dates are posted on the RAS website academic calendar page and in the SDSM&T catalog.
2. Refund policy is established by South Dakota Board of Regents policy.
3. Complete withdrawal from the university between census day and the 1 day corresponding to the completion of 70 percent of the class days for the course will result in assignment of “W” grades unless the professor in charge has previously assigned a final grade. A withdrawal from the university must be initiated in the Registrar and Academic Services (RAS) office and processed through the Director of Retention and Testing. A withdrawal from the university will be processed only when all courses, and whenever all courses, are being dropped by a student.
4. If a student withdraws from the university after the day corresponding to the completion of 70 percent of the class days for the course, grades of “F” automatically are assigned, by the Registrar and Academic Services office, in all courses for which the student was enrolled unless a final grade has previously been issued by the course instructor. In the event the final grade has not been assigned, consideration may be given to extenuating circumstances which may warrant the assignment of a grade of “W”. Should such extenuating circumstances exist, the student may appeal to the Academic Appeals Committee for change of the automatically assigned “F” to “W.” Such appeal must be filed within one semester after the semester in which the drop occurred. The Academic Appeals Committee, the student’s advisor, and the instructor(s) involved in said courses(s) will consider the student’s appeal and the circumstances involved. The Academic Appeals Committee will render a final decision on change of grade from “F” to “W” for each individual course involved, based upon the information

and recommendations provided by the course instructor(s) and the student's advisor.

**SOURCE: Office of the Vice President, fall 1976; Office of the Provost, Sept. 2004; Office of the Provost, Dec. 2009**

**BOR Reference: Policy 2:6.8; Policy 5:7**