

# SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

## Policy Manual

**SUBJECT:** Withdrawal from Individual Courses or 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. Beginning with the Fall 2015 term, individual course withdrawals will result in a grade of withdrawal "WD", which may be assigned only six times during a student's undergraduate career. If the student drops more than six classes, a grade of "WFL" will be assigned. Withdrawal grades assigned to continuously enrolled students prior to Fall 2015 term will not count against the limit. Additionally, those withdrawal grades assigned at a non-Regental institution prior to entry as a transfer student will not be counted against the six course limits. This limit does not include "W" grades assigned to corequisite labs (e.g. corequisites MATH 102 and MATH 102L would count as 1 withdrawal "WD" grade). This limit also does not include withdrawal grades assigned if a student withdraws from the university. For a university withdrawal, all courses will be assigned a "WW" grade. The campus chief academic officer may make exceptions to this requirement in those cases where there are unique factors.
4. 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 "WW" 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. A withdrawal from the university will be processed only when all courses, and whenever all courses, are being dropped by a student.
5. If a student withdraws from individual courses or the university after the day corresponding to the completion of 70 percent of the class days for the course, grades of "F" are automatically 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 a “WD” or “WW”. Should such extenuating circumstances exist, the student may appeal to the Academic Appeals Committee for change of the automatically assigned “F” to “WD” or “WW.” 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 “WD” or “WW” 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; Office of the President, Sept. 2017**

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