SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

Policy Manual

SUBJECT: Withdrawal from Individual Courses or the University

NUMBER: Policy 2-9 (formerly Policy III-20 and Policy II-6-3)

Recognizing that circumstances may arise where a student cannot complete their 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 University.

Definitions:
1. Census Date: As defined in BOR Policy 2.1.1, a calculated date that typically marks the first 10% of the course or full semester term.
2. Course Drop: A student officially terminating enrollment in a course on their schedule in a given term prior to the course census date.
    a. Full refund of tuition and fees for the course is processed.
    b. The course is completely removed from the student's academic record.
3. Course Withdrawal: A student officially exiting a course on their schedule in a given term after the course census date and prior to the course withdrawal deadline.
    a. The student may be entitled to a partial refund as set forth in BOR Policy 5.7.
    b. The course remains on the student's academic record with a withdrawal grade ("W", "WD", or "WFL" as defined by BOR Policy 2.8.1).
4. Registration Cancellation: A student officially terminating enrollment in all courses on their schedule in a given term prior to the add/drop date of the term.
5. University Withdrawal: A student officially terminating enrollment in all courses on their schedule in a given term after the start of the term and prior to the withdrawal deadline for the term.

Course Drop Process:
1. Students may drop one or more courses, excluding their final course in a given term, through the student information system.
2. Students seeking to drop all their courses in a given term will follow the University Withdrawal process.
3. Any refunds for dropped courses are made in accordance with the requirements set forth in BOR Policy 5.7.

Course Withdrawal Process:
1. Students withdraw from one or more courses, excluding their final course in a given term, through the student information system.
2. Students seeking to withdraw from all courses in a given term will follow the University Withdrawal process.
3. Any refunds for withdrawn courses are made in accordance with the requirements set forth in BOR Policy 5.7.

University Withdrawal Process:
1. Students seeking to drop or withdraw from all their courses in a given term must initiate a University Withdrawal through the Office of the Registrar.

    a. A student seeking to withdraw from the university prior to the start of a given term must contact the Office of the Registrar to request, complete, and submit a Not Returning form.

    b. A student seeking to withdraw from the university after the term has started and prior to the census date of the given term must contact the Office of the Registrar to request, complete, and submit a Withdrawal from University form for a registration cancellation.

    c. A student seeking to withdraw from the university after the census date and prior to the withdrawal deadline of the given term must contact the Office of the Registrar to request, complete, and submit a Withdrawal from University form.

        i. The date used for the withdrawal will be consistent with the date the student submits the completed form.

    d. Any refunds for dropped or withdrawn courses are made in accordance with the requirements set forth in BOR Policy 5.7.

Appeals:

1. Students experiencing extenuating circumstances that prevented them from dropping or withdrawing from courses or the university by the stated deadlines have the opportunity to submit an Academic Appeal – Late Course Withdrawal through the online Appeals, Complaints, & Grievances Reports system.