

Student Withdrawal from the University Withdrawal Procedures

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Introduction

Students begin the withdrawal process in their college, typically with their academic adviser/major professor or student services office, where the “Request for Withdrawal” form is completed. This form is then processed by the Office of the Registrar, with the student’s semester courses withdrawn based on the effective date on the form. Tuition and fees are adjusted, if appropriate, according to established policies approved by the Board of Regents, State of Iowa. See <http://www.registrar.iastate.edu/fees/tuition-adj>.

When students contact their academic college to initiate withdrawal, they should expect to discuss their situation with the appropriate college official. The purpose of this conversation is to consider options based on consequences of the withdrawal. When a late term withdrawal (Period Three) is determined to be the most appropriate option, documentation of extenuating circumstance will be required. Undergraduate students who are on academic probation (P) and withdraw during Period Three will be subject to academic dismissal at the end of the term. Students should not expect to withdraw during final examination week. If the appropriate withdrawal process is not followed, students will remain enrolled in their courses, and the appropriate grades will be assigned at the end of the term.

The following processes have been developed to ensure that withdrawal from the university is easily navigated by both the student and university personnel who may be providing guidance. The responsibility for successfully navigating these responsibilities ultimately lies with the student requesting the withdrawal. Key terms associated with the withdrawal process are defined in these procedures, as are the roles and responsibilities of key stakeholders. The withdrawal processes are then outlined in four categories: Standard Withdrawal, Medical Withdrawal, Out of Term Withdrawal, and University Initiated Withdrawal. Each withdrawal category has unique considerations that impact student success which must be balanced with the university’s administrative responsibilities. These processes provide consistency and also maintain an appropriately rigorous academic environment.

38 Definitions

39 **Withdraw Admission:** Declining admission to the university which results in the cancellation of
40 enrollment in all courses. This applies only to first semester undergraduate students.

41 **Cancellation: Removing all classes prior to the date class work begins each term, as defined**
42 **by the official start date established by the Registrar, so that no tuition and fees are assessed.**

43 **Standard Withdrawal:** Dropping all classes for the current term after the semester/session has begun.
44 Standard withdrawals occur in three periods during the typical 16 week fall and spring terms.

45 **Period One** – First 5 days of fall or spring semester, week 1.

46 **Period Two** – Weeks 2 – 10.

47 **Period Three** – Weeks 11 – 15. Period Three withdrawals are granted only for extenuating
48 circumstances beyond the student's control that impacts the ability to remain enrolled and
49 complete academic responsibilities. (Examples include, but are not limited to personal trauma,
50 family emergencies, legal difficulties, etc.) Period Three withdrawals require a petition to the
51 College requesting permission to withdraw. The College will require appropriate documentation
52 to support the extenuating circumstances prompting the withdrawal request. Undergraduate
53 students on probation who withdraw during Period Three are not allowed to return the
54 following semester.

55 **Finals Week** - Students should not expect to withdraw during Finals Week.

56 *Note: These withdrawal periods are adjusted for non-standard and summer sessions.*

57 **Medical Withdrawal:** A standard withdrawal that indicates a medical rationale for the student's
58 discontinuation of courses in the current term.

59 **Out of Term Withdrawal:** A request for withdrawal from a prior term due to extenuating circumstances
60 beyond the control of the student. Out of Term withdrawals are only permissible within two years from
61 the end of the term from which the withdrawal is requested. Out of Term Withdrawals have significant
62 potential impact on the student's university record, academic status, financial aid eligibility, and capacity
63 for future success. As such, special consideration and coordination is required beyond the college level.

64 **University Initiated Withdrawal:** When a student's behavior poses a credible substantial risk of harm to
65 the health, safety, or well-being of others and/or substantially disrupts the educational mission or other
66 activities of the university community, the Dean of Students may initiate withdrawal on behalf of the
67 university.

68 **Substantial Risk** is further defined as the high probability of harm or threats of harm to the
69 health, safety or well-being of others, and not just a slightly increased, speculative or remote
70 risk of such harm.

71 **Drop:** Removal of individual course(s) from the semester/session schedule. Dropping all courses is
72 considered withdrawal.

73 **Term:** For the purposes of these procedures, term is defined as Fall or Spring semester, or Summer
74 sessions.

75 **Repeated Withdrawal:** When students repeatedly request to withdraw from the university, additional
76 expectations may be required upon re-enrollment to facilitate their success. These recommendations
77 will be developed on a case-by-case basis by the College Official who authorizes the student's
78 withdrawal.

79

80 **Participant Roles and Responsibilities**

81 **Student:** Standard or medical withdrawals must be requested by the student, or in cases where the
82 student is not available by someone who is legally authorized to request on behalf of the student.

83 **College Official:** An employee within the Academic Affairs Division with signature authority to process a
84 student's request for standard withdrawal. College Officials include Academic Advisors, College Student
85 Services staff, and Major Professors.

86 **University Tuition Appeal Committee:** Committee charged with reviewing and making a centralized
87 university decision regarding tuition appeals. All tuition refund requests are received and initially
88 reviewed by the Office of the Registrar. Students have the right to appeal the decision to the University
89 Tuition Appeal Committee, who will determine what (if any) tuition and fee refund may be appropriate
90 based on the student's extenuating circumstances.

91 **Medical Withdrawal Committee (MWC):** This committee is charged with making decisions regarding
92 University Initiated Withdrawals. The committee may also be consulted on requests to return from
93 medical withdrawal pursuant to these procedures. The Medical Withdrawal Committee has three
94 members consisting of the Director of Student Health (or designee), the Director of the Student
95 Counseling Service (or designee), and is chaired by the Dean of Students (or designee). If a member is
96 unable to participate in a MWC meeting, that member shall designate a replacement from his or her
97 unit to participate for a specific case being heard by the MWC.

98 **Out of Term Withdrawal Committee:** This centralized university level committee is charged with
99 authorizing a student's request to withdraw from a prior term. Utilizing a holistic approach, this
100 committee will consider all aspects of the student's request for out of term withdrawal. The Out of
101 Term Withdrawal Committee is comprised of representatives from the College Student Services
102 Directors, Office of Student Financial Aid, the Dean of Students Office; Thielen Student Health Center,
103 Accounts Receivable, and the Office of the Registrar.

104 **Office of Student Conduct:** The office within the Dean of Students Office that is responsible for
105 administering the Student Disciplinary Regulations and responding to student behavior that violates
106 these standards.

107 **Office of Student Assistance:** The office within the Dean of Students Office that is responsible for
108 responding to student behavior that is of concern but may not be a conduct violation, and providing
109 assistance to ISU students and families navigating the challenges students may encounter while at Iowa
110 State University.

111 **Student Assistance Follow-up and Evaluation Team (SAFE-T):** An interdisciplinary team of trained
112 professionals who meet regularly to monitor student behavior, assess threat, and develop appropriate
113 intervention plans. SAFE-T is coordinated by the Dean of Students Office and includes experts from ISU
114 Police, Student Counseling Services, Thielen Student Health Center, the Department of Residence, and
115 other campus partners. In addition to referring students to the University Initiated Withdrawal (UIW)
116 process, SAFE-T is a resource to the Medical Withdrawal Committee.

117

118

119 **Cancellation of Classes**

120 **Students who have registered for classes and who cannot or choose not to attend the**
121 **university must request to cancel their registration prior to the first day of classes to avoid**
122 **tuition and fees assessment. When the cancellation is processed all courses for the term are**
123 **removed and no tuition and fees are assessed.**

124 Students wanting to cancel their registration should drop all courses for the appropriate semester in
125 AccessPlus.

127 **Standard Withdrawal**

128 Standard Withdrawal is defined as dropping all classes for the current term after the semester/session
129 has begun. Students who are considering withdrawal from the university should immediately consult
130 their academic adviser to discuss reasons for the withdrawal and alternatives. The withdrawal
131 procedures established by the Office of the Registrar must be followed otherwise course instructors will
132 assign grades or marks they consider appropriate. Since these grades may be Fs, students are warned
133 that failure to follow the prescribed withdrawal procedures may adversely affect their academic record.

134 Standard withdrawals occur in three periods during the typical 16 week fall and spring terms.

135 **Period One** – First 5 days of fall or spring semester, week 1.

136 **Period Two** – Weeks 2 – 10.

137 **Period Three** – Weeks 11 – 15. Period Three withdrawals are granted only for extenuating
138 circumstances beyond the student's control that impacts the ability to remain enrolled and
139 complete academic responsibilities. (Examples include, but are not limited to personal trauma,
140 family emergencies, legal difficulties, etc.) Period Three withdrawals require a petition to the
141 College requesting permission to withdraw. The College will require appropriate documentation
142 to support the extenuating circumstances prompting the withdrawal request. Undergraduate
143 students on probation who withdraw during Period Three are not allowed to return the
144 following semester.

145 **Finals Week** - Students should not expect to withdraw during Finals Week. When a situation
146 beyond a student's control precludes completion of final examinations requests should be made
147 to course instructors for Incompletes rather than withdrawal during Finals Week.

148 The specific dates for the three withdrawal periods are adjusted on a prorated basis for non-standard
149 term lengths, including summer sessions. All withdrawal dates are included on the University Academic
150 Calendar. See <http://www.registrar.iastate.edu/calendar> for detailed information and specific dates by
151 term.

152
153 When a student initiates a withdrawal from the university prior to the end of Period Two (the 10th week
154 of classes during a standard 16 week semester) at a minimum the following steps are required:

- 155 • Contact / meet with the primary academic adviser to discuss withdrawal.
 - 156 • Complete a "Request for Withdrawal" form <http://www.registrar.iastate.edu/forms>.
 - 157 • International Students must also meet with an adviser in International Students and
158 Scholars office prior to submitting the Request for Withdrawal form to the college office.
 - 159 • Submit completed Request for Withdrawal form signed by the student and the adviser to
160 the college student services office for student's primary major.
- 161

162 If the withdrawal request is approved the student is eligible to return to the university for a future term
163 with the same academic status that the student held at the beginning of the withdrawal term.

164 **Late-term Withdrawal (Period Three) due to Extenuating Circumstances**

165 When a student requests withdrawal from the university during Period Three (weeks 11 – 15 during a
166 standard 16 week semester) the student must provide documentation establishing an “extenuating
167 circumstance” that prevents the student from fulfilling academic responsibilities. An extenuating
168 circumstance is a situation that is beyond the control of the student. It may have developed after the
169 end of the 10th week, or it may have become more serious since the 10th week. **Poor academic
170 performance alone is not an extenuating circumstance.** To request a late-term withdrawal the
171 following steps are required:

- 172 • Contact/meet with the primary academic adviser to discuss withdrawal, as well as other
173 possible options.
- 174 • Complete a “Request for Withdrawal” form <http://www.registrar.iastate.edu/forms>.
- 175 • Write a petition explaining the extenuating circumstance and asking permission to
176 withdraw. Appropriate documentation of the extenuating circumstance must be provided
177 in addition to the student’s statement.
- 178 • International Students must also meet with an adviser in International Students and
179 Scholars office prior to submitting the Request for Withdrawal form to the college office.
- 180 • Submit petition, documentation, and the completed “Request for Withdrawal” form
181 signed by student and adviser to college student services office.
- 182 • Requests must be submitted prior to the beginning of the final exam period each term.

183
184 The college will determine whether to approve or deny the request for late term withdrawal. Appeals
185 may be made to the college student services office.

186 Undergraduate students on academic probation who are granted withdrawal during Period Three will be
187 subject to academic dismissal at the end of the term. Appeals may be made to the college Academic
188 Standards Committee.

189 **Additional Considerations for Standard Withdrawal**

190 Before withdrawing from the university, a student should carefully consider all the potential effects of
191 such a withdrawal. Considerations should include, but are not limited to:

- 192 • The student is withdrawn from all courses based on the withdrawal date on the form, and
193 tuition and fees are adjusted, if appropriate, according to established policies approved by the
194 Board of Regents, State of Iowa. See <http://www.registrar.iastate.edu/fees/tuition-adj>.
195 Questions about tuition assessments should be directed to the Office of the Registrar.
- 196 • Students utilizing Financial Aid who withdraw should consult with the Office of Student Financial
197 Aid before completing the withdrawal process to discuss the impact that withdrawal will have
198 on the student’s financial aid obligations. Federal regulations and university policy may require
199 the repayment of a portion of the financial aid funds the student received.
- 200 • Graduate students’ tuition, assistantship and fellowship support may be impacted by a
201 withdrawal.
- 202 • Students who receive Veterans Benefits, may be required to repay all or a portion of the tuition
203 benefits they received for the term.
- 204 • Students living in on-campus housing or who have a campus meal plan, may be responsible for
205 prorated housing and dining charges based on the date of their withdrawal.

- Students who withdraw are also responsible for charges assessed for any products and services associated with their enrollment, such as text books, health insurance, athletic tickets, etc. Students should consult with Accounts Receivable to determine the amount owed to the university at the time of withdrawal.
- International students who withdraw should consult with the Office of International Students and Scholars before completing the withdrawal process. A withdrawal may affect an international student's immigration/visa status.
- Students who develop a pattern of withdrawing may have a Dean of Students hold placed on their record by the college at the time of withdrawal. This is part of the university's commitment to the student's academic success. Working with the Dean of Students Office is designed to guide students to more sustainable and productive academic and personal success strategies, and reduce the likelihood of a continued pattern of academic difficulty.

218

219 **Medical Withdrawal**

220 Under certain situations where a student's health or well-being prevents continued enrollment the
221 student may initiate medical withdrawal procedures. Students may indicate a medical withdrawal when
222 completing the Request for Withdrawal form.

223 Students may voluntarily initiate a medical withdrawal during any standard withdrawal period: Period
224 One, Period Two, or Period Three. Undergraduate students on academic probation who are granted
225 medical withdrawal during Period Three will be subject to academic dismissal at the end of the term.

226 A Medical Withdrawal requires the following additional guidance for those administering the withdrawal
227 request, and the student's consequent return to Iowa State University.

228 **1. Medical Hold**

229 Students who voluntarily withdraw from the university based on medical reasons will have a
230 Medical Hold placed on their future registration by the College at the time of withdrawal. A
231 Medical Hold may also be put in place if students disclose a medical rationale for withdrawal at
232 any stage of the withdrawal process, including Tuition and Fee Appeals. Students with a Medical
233 Hold will be referred to Student Assistance in the Dean of Students Office. The staff in Student
234 Assistance will contact the student to provide supportive resources at the time of withdrawal,
235 and to facilitate the student's successful return to enrollment.

236 **2. Return from student initiated Medical Withdrawal**

237 In cases where the student initiates Medical Withdrawal from the university, requests to return
238 will be processed initially by Student Assistance in the Dean of Students Office to clear the
239 Medical Hold. Students will need to provide the following information to Student Assistance
240 Staff to clear the Medical Hold:

- Description of what medical conditions prompted the withdrawal and what treatment(s) occurred while away from Iowa State
- Documentation from a licensed medical provider indicating 1) the student is ready to resume the rigors and stress associated with the higher education environment; and 2) the student possesses the fitness and capacity to succeed in the anticipated degree program.
- Explanation of accommodations, conditions, or continuity of care plans (if any) are recommended upon return to the campus environment.

248

249 Student Assistance staff will review the documentation provided and determine if additional
250 documentation or further review is required. A decision to clear the hold will be made based on
251 the information provided by the student and their treating professionals. It is advisable that this
252 request is initiated at least 60 calendar days prior to the start of the term students wish to re-
253 enroll.

254 If no further documentation or review is required, the Medical Hold will be lifted and the
255 student will be referred to the appropriate academic College Official. (Students changing major
256 upon return will be referred to the college they will be entering.) If further review is required,
257 the student may be required to attend a re-entry meeting with the Medical Withdrawal
258 Committee.

259 3. Retention of Confidential Student Records

260 All medical documentation provided at the time of withdrawal will be considered a part of the
261 student's education record and forwarded to Student Assistance in the Dean of Students Office.
262 Any medical records submitted when students request to return will also be retained by Student
263 Assistance.

264

265 University Initiated Withdrawal (UIW)

266 When a student's behavior is deemed to pose a **substantial risk** to the health and safety of the
267 university community the Dean of Students may initiate withdrawal on behalf of the university.
268 **Substantial risk** is defined as the high probability of harm or threats of harm to the health, safety, well-
269 being, and/or property rights of others, and not just a slightly increased, speculative, or remote risk of
270 such harm.

271 The university may order the involuntary withdrawal of a student if it is determined that the student is
272 suffering from a medical condition that meets one or more of the following criteria:

- 273 • poses or threatens to pose a credible substantial risk of harm to the health, safety, or well-
274 being of others;
- 275 • poses or threatens to pose a credible substantial risk of harm to the property rights of others;
- 276 • substantially disrupts the educational or other activities of the university community; or
- 277 • renders the student unable to engage in basic required activities necessary to obtain an
278 education.

279 When a student exhibits behavior that causes this level of concern the matter may be brought to the
280 attention of the Office of Student Assistance and/or the Office of Student Conduct.

281

282 Any person may report any concerning student behavior that poses or threatens to pose a risk to the
283 health and safety of the university community to an administrator of either the Office of Student
284 Assistance or the Office of Student Conduct. The Office of Student Assistance may also receive
285 information through the Student Assistance Follow-up and Evaluation Team (SAFE-T). The Office of
286 Student Conduct may also receive information on such students from reports of student disciplinary
287 violations under the ISU Student Disciplinary Regulations. Once a report is received the administrator
288 must investigate as appropriate to the circumstance, document the information found, and make
289 reasonable efforts to discuss the behavior with the student involved. In consultation with the Dean of
290 Students, the administrator responsible for the matter must determine whether the behavior poses an
291 imminent and substantial risk that requires interim actions such as an Interim Medical Suspension, or
292 Interim Restrictions.

293 **Interim Actions**

294 **1. Interim Medical Suspension Order** - The Student Conduct Administrator or the Student
295 Assistance Administrator may order interim medical suspension of a student where there
296 appears to be an imminent substantial risk to the safety and health to the university community
297 by providing the student a Notice of Interim Medical Suspension. When the student is
298 suspended, the Dean of Students will schedule a review of the interim suspension order before
299 the Medical Withdrawal Committee within two (2) class days.

300
301 **2. Interim Restrictions Order** - The Student Conduct Administrator or the Student Assistance
302 Administrator may allow a student to continue participating in classes but restrict a student's
303 access to university housing, other services, and/or campus activities by providing the student a
304 Notice of Interim Restrictions. When the student is restricted, the Dean of Students will
305 schedule a review of the interim restrictions order and assessment referral before the Medical
306 Withdrawal Committee within two (2) class days.

307 **Review of Interim Order** - The student and the Student Conduct or Student Assistance Administrator
308 will have an opportunity to present information to the Dean of Students and/or the Medical Withdrawal
309 Committee as to whether interim medical suspension or interim restrictions should be continued or
310 modified; and whether a referral for independent medical assessment should be considered. This
311 decision will be communicated in writing by the Dean of Students who chairs the Medical Withdrawal
312 Committee. The decision to continue interim medical suspension or interim restrictions and refer the
313 student for an independent assessment may be appealed in writing within two (2) class days to the
314 Senior Vice President for Student Affairs.

315 **Independent Medical Assessment**

316 The Medical Withdrawal Committee may order the student to be referred for an individualized and
317 objective assessment by a licensed treating professional of the university's choosing when there is
318 adequate reason to believe that a basis for University Initiated Withdrawal exists. The Referral Notice
319 must be sent to the student and notify the student of the scheduled assessment. The university will
320 cover the cost of the assessment. If a student fails to complete the assessment, the university may
321 continue interim medical suspension or may restrict access to university housing, other services, and/or
322 campus activities until the assessment is completed and reviewed by the university. This assessment
323 must be an individualized, objective evaluation based on current medical knowledge. In certain cases,
324 existing independent medical records may be utilized in lieu of an independent assessment.

325 **University Initiated Withdrawal Hearing**

326 A University Initiated Withdrawal hearing will be scheduled before the Medical Withdrawal Committee
327 (MWC) to evaluate the results of the medical assessment and/or other documentation provided by the
328 university and the student to determine whether the University Initiated Withdrawal is warranted.

329 The student shall have at least two (2) class days to review the independent assessment and other
330 documentation prior to the hearing. The withdrawal hearing should be set in an expedited manner that
331 allows for all participants to present complete documentation regarding the issues involved.

332 The student and the administrators of the Office of Student Conduct or the Student Assistance will
333 present rationale challenging or supporting University Initiated Withdrawal. The student may be
334 assisted by any two individuals of his or her choice in any hearing or appeal. The student may also

335 present the opinion of his or her treating professional regarding the student’s capacity to independently
336 succeed in a rigorous higher education environment. Following the University Initiated Withdrawal
337 Hearing, a written decision shall be rendered by the Medical Withdrawal Committee stating the reasons
338 for its determination. This decision may be appealed in writing within two (2) class days to the Senior
339 Vice President for Student Affairs.

340 When the university initiates and subsequently determines it is necessary to withdraw a student, a
341 Medical Hold will be placed on the student’s registration. The student may not reenter the university
342 without providing competent medical evidence that the medical condition prompting the university
343 initiated withdrawal no longer exists, or is sufficiently under treatment so as to remove any substantial
344 likelihood of recurrence of the condition which caused the university initiated withdrawal. The university
345 may require the student, at the student's cost, to undergo a medical evaluation by a licensed treating
346 professional as a prerequisite to initiating the re-entry process.

347 **Re-entry following University Initiated Medical Withdrawal**

348 A student who has been medically withdrawn under the University Initiated Withdrawal (UIW) process
349 and desires to resume enrollment at the university must apply for re-entry following the standard
350 admissions process, if applicable. Prior to registration for courses, the student will also be required to
351 meet with the Medical Withdrawal Committee to clear the Medical Hold. The student will begin this
352 process by providing current documentation from a licensed treating professional that indicates the
353 medical condition that caused the university initiated medical withdrawal no longer exists or is
354 sufficiently under treatment so as to remove any substantial likelihood of reoccurrence of the condition.
355 The Medical Withdrawal Committee will review this documentation to determine if the student may
356 return to the university. Prior to any reentry decision, the university may also require the student to
357 undergo an independent assessment by a licensed treating professional or physician of the university's
358 choosing to confirm the documentation provided by the student and assess fitness for success. This
359 independent assessment will be at the expense of the university and will occur prior to a re-entry
360 meeting before the Medical Withdrawal Committee.

361 **Re-entry Meeting**

362 When an independent assessment is required to return to the university, the student shall have two (2)
363 class days to review the independent assessment and other documentation prior to the re-entry
364 meeting with the Medical Withdrawal Committee.

365 A Medical Re-entry Meeting will occur between the student and the Medical Withdrawal Committee.
366 The student may be assisted by any two individuals of his or her choice in any meeting or appeal. The
367 student may always present the opinion of his or her own physician or therapist regarding their capacity
368 to independently succeed in a rigorous higher education environment.

369 Following the Re-entry Meeting, a written decision shall be rendered by the Medical Withdrawal
370 Committee stating the reasons for its determination.

371 **Effect on Pending Student Conduct Charges**

372 The UIW process is independent of and does not preclude the use of the university’s disciplinary system
373 to address behaviors that may also violate the Student Disciplinary Regulations (Code of Conduct). A
374 medical withdrawal is not considered a disciplinary action, though a prior medical withdrawal may be
375 considered in subsequent conduct hearings involving the student.

376 If a student has been charged with violation of the ISU Student Disciplinary Regulations, but it appears
377 that medical reasons exist for the objectionable behavior, the UIW process may be activated prior to
378 issuance of a determination in the conduct process. If the student is medically withdrawn from the
379 university, such action suspends the pending disciplinary action. If the student is found not to be subject
380 to University Initiated Withdrawal under the [Student Withdrawal policy](#) and these procedures, conduct
381 proceedings may be reinstated. A university initiated withdrawal is not considered a disciplinary action,
382 though a prior university initiated withdrawal may be considered in subsequent conduct hearings
383 involving the student.

384 **Appeals**

385 Any decision of the Medical Withdrawal Committee may be appealed, in writing and on the record, to
386 the Senior Vice President for Student Affairs. An appeal, stating the reasons why the decision is not
387 supported by substantial evidence or is contrary to law, must be filed within two (2) class days of the
388 decision at the Office of the Senior Vice President for Student Affairs. The Senior Vice President for
389 Student Affairs shall notify the Dean of Students of the appeal and the Medical Withdrawal Committee
390 shall have five (5) class days from the receipt of the student’s appeal to review the appeal statement
391 and respond in writing to the Senior Vice President of Student Affairs. The Senior Vice President for
392 Student Affairs shall determine whether to uphold the decision within ten (10) class days of receiving
393 the supplemental statement from the Medical Withdrawal Committee. This outcome shall be the final
394 decision of the university on the matter.

395 **Tuition and Fees Adjustments for University Initiated Withdrawals**

396 Students may appeal a tuition and fees assessment following a university initiated withdrawal following
397 the standard tuition and fee appeals process. Exceptions may be made for instances beyond the control
398 of the student.

399

400 **Out of Term Withdrawal**

401 Out of Term Withdrawal is a request to withdraw from a prior term due to extenuating circumstances
402 beyond the control of the student. Specifically the extenuating circumstance must have prevented the
403 student from initiating a standard withdrawal during the applicable term(s). The student must provide
404 appropriate documentation of significant extenuating circumstances when requesting an Out of Term
405 Withdrawal. Out of Term withdrawals are only permissible within two years from the end of the term
406 from which the withdrawal is requested; for example, if you are requesting to withdraw from the spring
407 semester 2015, you must submit a request to withdraw prior to the end of spring semester 2017.

408 Requests for Out of Term Withdrawals are held to a higher standard, given these requests alter an
409 established academic record and could have significant impact on financial aid eligibility, academic
410 status, and capacity for future success. As such, special consideration and coordination is required
411 beyond the college level.

412 The Out of Term Withdrawal Committee is a centralized university committee charged with authorizing
413 a student’s petition to withdraw from a prior term. The Out of Term Withdrawal Committee is
414 comprised of representatives from the College Student Services Directors, Office of Student Financial
415 Aid, the Dean of Students Office; Thielen Student Health Center, Accounts Receivable, and the Office of
416 the Registrar.

417

418 To initiate an Out of Term Withdrawal, a student must:

- 419 • Contact the Student Services Office of the college of the student’s primary major to discuss the
420 request and explore other possible options.
- 421 • Students who want to proceed with an Out of Term withdrawal must submit a petition to the
422 Out of Term Withdrawal Committee for consideration. A complete petition consists of three
423 components:
 - 424 ○ A completed and signed Withdrawal Request Form
425 <http://www.registrar.iastate.edu/forms>.
 - 426 ○ A written statement explaining the circumstances beyond the student’s control that
427 prevented the student from withdrawing during the applicable term(s)
 - 428 ○ A formal statement from an appropriate third party documenting the extenuating
429 circumstances.
- 430 • Complete petitions will be reviewed at the next regularly scheduled meeting of the committee.
431 Students requesting Out of Term Withdrawal should allow at least 60 calendar days for a
432 decision related to any withdrawal petition.

433 The Out of Term Withdrawal Committee will determine whether to approve or deny the request, and
434 determine any corresponding academic record and/or financial adjustments. Any changes to a student’s
435 academic standing will be referred to the college Academic Standards Committee for the student’s
436 primary major.

437
438 The decision of the Out of Term Withdrawal Committee will be communicated in writing to the student
439 within 60 calendar days. If an Out of Term withdrawal is approved, the student’s record will be updated
440 to reflect the committee’s decision.

441 **Appeal**

442 Any decision of the Out of Term Withdrawal Committee may be appealed, in writing and on the record,
443 to the Associate Provost for Academic Programs. An appeal, stating the reasons why the decision is not
444 supported by substantial evidence or is contrary to law, must be filed within five (5) class days of the
445 committee’s decision with the Office of the Senior Vice President and Provost. The Associate Provost for
446 Academic Programs shall notify the Office of the Registrar of the appeal and the Out of Term
447 Withdrawal Committee shall have five (5) class days from the receipt of the student’s appeal to review
448 the appeal statement and respond in writing to the Associate Provost for Academic Programs. The
449 Associate Provost for Academic Programs shall determine whether to uphold, reverse, or amend the
450 decision within ten (10) class days of receiving the supplemental statement from the Out of Term
451 Withdrawal Committee. This outcome shall be the final decision of the university on the matter.

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453

454 See [Student Withdrawal from the University Policy](#)