

Withdrawal Policy - Undergraduate

Academic Affairs

Academics / Scheduling

Policy Owner: Provost and Vice President for Academic Affairs

Effective date: March 6, 2025

Approval date: March 6, 2025

Schedule for Review: Spring 2030

Policy Summary:

This policy establishes the procedures and guidelines for undergraduate students withdrawing from a term, including pre-census drops and post-census withdrawals, the associated responsibilities, and the impact on tuition, fees, housing, and financial aid.

Policy Statement:

Students must follow formal procedures to withdraw from courses or the full semester. Non-attendance does not constitute withdrawal and may result in academic and financial penalties. Students are allowed three post-census course withdrawals and one post-census semester withdrawal during their undergraduate career at Fort Lewis College, unless extenuating circumstances qualify for an administrative withdrawal.

Course Drop

- Students may drop individual courses through the census date for the term.
- Dropped courses do not appear on transcripts.

Course Withdrawal (Post-Census)

- Students may withdraw from individual courses after the census date through the withdrawal deadline published in the Academic Calendar.
- A grade of **CW** will be recorded for withdrawn courses.
- Students are limited to three course withdrawals during their undergraduate career.
- Extenuating circumstances may qualify for an **Administrative Withdrawal (AW)**, which does not count toward the withdrawal limit.
- Students must initiate the course withdraw by completing the "Course Withdraw" form in their Student Resource Center. Non-attendance does not constitute a course withdraw.

Semester Withdrawal

- Students may withdraw from all courses in a term and leave the institution on a temporary or permanent basis.
- **Pre-census** semester withdrawals will result in no courses or grades for that semester listed on the transcript.

- **Post-census** withdrawals result in a grade of **SW** for all courses for that semester.
- Students are limited to one post-census semester withdrawal during their undergraduate career unless extenuating circumstances qualify for an **Administrative Withdrawal (AW)**
- Students must initiate the semester withdraw by completing the “Semester Withdraw” form in their Student Resource Center. Non-attendance does not constitute a semester withdraw. Full procedures on Leaving FLC are on the Skyhawk Station website.

Administrative Withdrawal (AW)

- Students facing extenuating circumstances (e.g., medical, military, or personal emergencies) may be approved an administrative withdrawal from some or all courses for the semester.
- Course withdraw or semester withdraw forms with evidence of extenuating circumstances are reviewed by the Associate Provost for approval.
- Students are notified via email if approved for an Administrative Withdraw (AW).
- Approved withdrawals result in a grade of **AW**, which does not count against the withdrawal

Tuition and Fees

- Students will be assessed tuition and fees according to the **Student Accounts Receivable Policy** and the refund schedule published on the Student Billing website.
- Separate refund schedules are maintained for fall, spring, and summer sessions, and these schedules are subject to change.
- Financial Aid Impact:
 - Students who withdraw may experience an adjustment to their financial aid awards, including the potential return of Title IV federal funds, as required by federal regulations. Students are encouraged to consult with the Financial Aid Office to understand how a withdrawal may affect their current aid.
 - Course or semester withdrawals are considered attempted but unearned credits in the student’s federal financial aid calculation for satisfactory academic progress.

Responsibilities:

For oversight of the policy: Provost and Vice President for Academic Affairs

For procedures for implementing policy: Associate Vice President for Academic Affairs, Registrar’s Office, Skyhawk Station, VP of Enrollment Management

For enforcement of the policy: Associate Vice President for Academic Affairs, College Registrar, Director of the Skyhawk Station & Advising

Definitions:

Census Date: The official enrollment reporting date for a term, marking the deadline for schedule changes.

Course Drop: Removal of a course before the census date, resulting in no transcript record.

Course Withdrawal (CW): Withdrawal from a course after the census date, limited to three per undergraduate career.

Semester Withdrawal (SW): Withdrawal from all courses in a term, limited to one per undergraduate career.

Administrative Withdrawal (AW): Withdrawal approved due to extenuating circumstances, not counted toward withdrawal limits.

Procedures: procedures for leaving FLC are outlined on the Skyhawk Station website

Cross-Referenced Policies:

Satisfactory Academic Progress

Student Accounts Receivable Policy

Financial Aid Terms and Conditions

Housing Contract Terms and Conditions

Consequences of Non-Compliance:

Failure to formally withdraw may result in:

- Academic penalties, including failing grades.
- Financial responsibility for tuition and fees.
- Holds preventing future course registration.

Review and Revision History:

Formerly called the “Withdrawing from a Term – Undergraduate” Policy, revised and updated in Spring 2025 to update language and procedures to match current practice. No substantive changes.