

# Withdrawal

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Officially remove all courses from schedule; student is no longer enrolled.

## Withdraw during First Two Weeks <sup>1</sup>: (*Semester-long courses at UW-Green Bay*)

Enrolled students are able to drop all their individual regular semester-long courses during the first two weeks of the fall/spring semester with no academic grade assigned. Withdrawal fees apply if a student withdraws from all courses in the first two weeks.

See the billing and refund schedule link on the Bursar website for these fees and deadlines<sup>2</sup>. Once a student drops to zero credits of enrollment, the Registrar's office withdraws the student from the semester.

## Late Withdrawal ( *Semester-long courses at UW-Green Bay*)

- Week 3 to week 6: Students can withdraw by dropping all their courses. DR (drop) grades will appear on the transcript for all courses and signifies that the student officially dropped the courses.

If the student contacts the University to withdraw, a staff member will complete the transaction and W grades (withdrawal) are assigned for all courses on the transcript. Once a student drops to zero credits of enrollment, the Registrar's office withdraws the student from the semester.

- Week 7 to week 12: A student may withdraw (drop all courses) from the institution but must contact the Registrar's office to do so. W grades (withdrawal) will appear on the transcript for all courses and student is withdrawn for the semester.
- Week 13 to the end of the term: Withdrawals are not allowed.

A Late Withdrawal Petition (<http://catalog.uwgb.edu/archive/2019-2020/graduate/general-information/academic-rules-regulations/petition>) must be submitted and approved by the Enrollment Review Committee to withdraw after the deadline. Petitions are only approved for extenuating circumstances with supporting documentation.

## Late Withdrawal ( *Courses less than 14 weeks in duration*)

- Start of week two until half the course duration (50%) a student may drop all courses, and a DR (drop grade) will appear on the transcript for each enrollment, the Registrar's office will withdraw the student for the semester.
- Day after half the course duration, a Late Withdrawal Petition (<http://catalog.uwgb.edu/archive/2019-2020/graduate/general-information/academic-rules-regulations/petition>) is submitted and must be approved by the Enrollment Review Committee. Petitions are only approved for extenuating circumstances with supporting documentation. If a late withdrawal is granted, students remain responsible for the tuition and fees assessed for the course as they received instruction and held a seat in the course.

The financial ramifications of withdrawal depend on when the withdrawal is done. View the billing and refund schedule for more information. Students who received financial aid for the term should contact UW-Green Bay's Financial Aid office to discuss potential financial aid ramifications.

<sup>1</sup> A week is defined as 7 calendar days, beginning on the first day of a term or session, for the purposes of adds, drops or withdrawal deadlines.

<sup>2</sup> Tuition refunds and/or withdrawal fees vary by length of course and date of transaction. Please consult the Fee deadlines for the appropriate semester on the Bursar website for more details (<http://www.uwgb.edu/bursar/term-deadline-calendar>). Please note that financial deadlines are different from academic deadlines.