

## Procedure for Late Withdrawal Requests – IUPUI School of Science

### Late Withdrawal as defined by the IUPUI Office of the Registrar:

Requests for withdrawal after 50% of the time period in which the course is taught, requires the approval of the instructor, advisor and the student's dean. These late requests are considered only in extraordinary situations which are beyond the student's control and rarely are granted. Poor performance in a course is not considered grounds for a late withdrawal. No withdrawal forms will be processed in the Office of the Registrar after the last day of classes for the term/session.

No requests for withdrawal from classes will be accepted after Tuesday, April 23 in order to facilitate the review process. Any requests for a late withdrawal after **April 23** must go through the grade appeal process.

The student is advised to continue attending the class(es) as the withdrawal request may not be approved. The student must consider that a withdrawal from a course may impact other aspects of their student status (i.e., financial aid, enrollment requirements for international students or student athletes, expected graduation term, etc.). It is the responsibility of the student to contact the appropriate office on campus regarding any other issues that may arise as the result of a late withdrawal from a course.

### Late Withdrawal Request using Paper Drop/Add Forms

1. The student must complete the following information on a paper Drop/Add Form:  
Name - Student ID # - Course Information – Signature
2. The student must prepare a written statement (1-2 paragraphs), explaining the extenuating circumstance(s) prompting the request and that prevented withdrawal from the course before the deadline for late withdrawal prior to meeting with his/her academic advisor and the instructor for the course. The student should include a phone number and an email address in this document.
3. The student must obtain documentation supporting the written statement (e.g. doctor's note in case of illness) prior to meeting with his/her academic advisor and the instructor for the course.
4. The student must first meet with his/her academic advisor, explain the reason for the request and provide all documentation listed in items 1, 2 and 3 above. The advisor's approval is required on the Drop/Add Form.
5. The student must then meet with the course instructor, explain the reason for the request and provide all documentation listed in items 1, 2 and 3 above. The instructor's approval is required on the Drop/Add Form and the instructor has the option to assign a grade of W or a grade of F.
6. If the student is pursuing a degree program from another school, final approval for a late withdrawal must be provided by the Dean's Office of the student's school. All students in science classes, regardless of their major or school, will be expected to follow the procedures outlined above, but must contact their Dean's Office for final approval.
7. If the student is a major in the School of Science, all documents (including the completed Drop/Add Form or Forms) must be submitted by the student to the School of Science Dean's Office (LD 222).
8. For School of Science students, the Science Dean's Office will review the request and the student will be notified of the decision within 72 hours. The contact information provided by the student in the written statement will be used for this notification.

### **Late Withdrawal Request using eDrop in ONE.**

1. The student initiates a withdrawal request via eDrop.
2. The advisor will receive a notification in their Action List in ONE. If the student has not contacted the advisor, the advisor must contact the student at this point.
3. The student must prepare a written statement (1-2 paragraphs), explaining the extenuating circumstance(s) prompting the request and that prevented withdrawal from the course before the deadline for late withdrawal prior to meeting with his/her academic advisor and the instructor for the course. The student should include a phone number and an email address in this document.
4. The student must submit documentation supporting the written statement (e.g. doctor's note in case of illness).
5. Upon receipt of the statement and documentation, if the advisor approves they will approve the eDoc and forward information to the course instructor. If not approved, the advisor will disapprove the eDoc and include a note explaining the reason(s).
6. The instructor will review all information. If the instructor approves, they will approve the eDoc and forward information to the School of Science Dean's Office for review. If not approved, the instructor will disapprove the eDoc and include a note explaining the reason(s).
7. If the student is pursuing a degree program from another school, the eDoc will be routed to the Dean's Office of the student's school. All students in science classes, regardless of their major or school, will be expected to follow the procedures outlined above.
8. If the student is a major in the School of Science, the School of Science Dean's Office will review and make a decision as to whether or not the withdrawal request is approved. The student will be notified of the decision within 72 hours. The contact information provided by the student in the written statement will be used for this notification. If approved, The School of Science Dean's Office will approve the eDoc. If not approved, the Dean's Office will disapprove the eDoc and include a note explaining the reason(s).

For specific deadline dates please refer to the IUPUI Academic Calendar:

<https://facultystaffcentral.iupui.edu/calendars/index.html>

Remember that deadline dates vary according to the time period in which the class is taught. Late withdrawal is in effect the day after 50% of the class is complete whether the course is taught over the standard 16-week period or a non-standard period (e.g., 8-week classes, 10-week classes, etc.).