

MISSOURI SOUTHERN STATE UNIVERSITY POLICY					
Policy #:	04-0009				
Name of Policy:	Student Course Withdrawal Policy				
Date of Last Revision:	April 2024	Initial Date of Approval:	Unknown	Initial Effective Date:	Fall 1967
Policy Owner	Office of Registrar, Financial Aid & Bursar (submitted by Office of the Registrar)				
Policy/Chapter Sections	Course Withdrawal Deadline for single/complete withdrawal Withdrawal from a single class for full term classes Withdrawing from a single class for part-of-term classes Withdrawal from all classes Military Withdrawal Complete withdrawal Incomplete grade Single course withdrawal Transfer to on-line				
Date of Next Review:	April 2027				

1.0 PURPOSE

All current students dropping one class or more classes.

2.0 SCOPE

This policy applies to all University students and are expected to abide by the procedural guidelines outlined herein.

3.0 POLICY

Course Withdrawal

Students who wish to drop a class or all their classes must follow the appropriate steps to drop the class or classes. Students who do not follow the appropriate official steps to drop or withdraw a class or classes will be responsible for applicable tuition and fees.

Course withdrawals must be initiated by the student enrolled in the class.

NON-ATTENDANCE DOES NOT CONSTITUTE WITHDRAWAL FROM CLASSES.

Students may withdraw from one or more classes after the full refund deadline for a grade of 'W'. A "W" grade has no impact on semester or cumulative GPA. However, the credit hours will still be included in the calculated attempted hours for the semester and overall credits.

Students who are withdrawn from a class are no longer permitted to attend the class or have access to associated Blackboard site.

A student who leaves school without officially withdrawing will receive grades of 'F' in all courses.

Any applicable tuition refund will be based on the date the withdrawal form is received by the Office of the Registrar or Financial Aid office as applicable.

Deadline for Single/Complete Withdrawal: Deadline for single or complete withdrawal is the Wednesday of the week prior to when the class is scheduled to end.

Withdrawal from a single class for full term classes: Prior to **the first day of the semester**, students may contact their advisor to be dropped from a single class or drop themselves through LioNet if they are eligible to self-enroll. Beginning the first day of the third week of the semester students may complete the online [Single Course Withdrawal form](#) on the Office of the Registrar website or complete the paper form available in the Office of the Registrar. The official date of withdrawal is the date the form is RECEIVED in the Office of the Registrar.

Withdrawing from a single class for part-of-term classes: Prior to the first day of the semester, students may contact their advisor to be dropped from a single class or drop themselves through LioNet if they are eligible to self-enroll. Beginning the second day of the second week of the class students may complete the online [Single Course Withdrawal form](#) on the Office of the Registrar website or complete the paper form in the Office of the Registrar. The official date of withdrawal is the date the form is RECEIVED in the Office of the Registrar.

Withdrawal from all classes: Prior to the first day of the semester the student should contact their advisor to withdraw from their classes or they can withdraw their classes through LioNet, if eligible to do so. Beginning the first day of the semester students who wish to withdraw from all their classes must see the university exit counselor in the Financial Aid Office, Hearnes Hall. After the deadline for full refund of charges deadline, Federal financial aid recipients who withdraw from all classes will automatically be placed on Financial Aid Suspension. The official date of withdrawal is the date the Complete Withdrawal form is RECEIVED in the Financial Aid office.

Military Withdrawal

Persons involuntarily called to active duty in any branch of the military services of the United States while enrolled as students at Missouri Southern State University will be released from their academic responsibilities without penalty. The following options are available:

1. **Complete Withdrawal:** A student called to active duty may request to be withdrawn from all classes and receive a full refund of tuition paid for class enrollment. Students selecting this option will follow the normal process for a Complete Withdrawal from the University. A copy of their orders must be submitted along with the Total Withdrawal form to receive a refund.
2. **Incomplete Grade:** A student called to active duty may contact course instructors to explore the option of receiving an "IN" (incomplete) grade for the course. The normal procedures for an incomplete grade will apply. The approval of this option is left to the discretion of each individual instructor.
3. **Single Course Withdrawal:** A student called to active duty may request to be withdrawn from a single course past the normal published deadlines so long as the active duty orders were not received prior to the published deadline. Students are to complete the Single Course Withdrawal form. The military orders must be submitted along with the Single Course Withdrawal form to receive a tuition refund.
4. **Transfer to an On-line Course:** A student called to active duty may request to be transferred to an on-line version of the same course if available and acceptable by the instructor of the on-line

course. Additional on-line charges will be applicable. Students must contact the Office of the Registrar for assistance.

Students who are called to active duty and provide the appropriate military orders documentation will have the following transcript notation: “Called to Active Duty” applied to that term. Room and Board: The refund of charges paid for room & board will be pro-rated. Students must contact Residential Life for assistance. Special Course Charges: The majority of these charges are not refundable.

The intention of the policy is to ensure that, based on recommendations from the U.S. Department of Education and the American Council on Education, no service member suffer a loss of funds or educational opportunity because they were called to serve.

4.0 HISTORY

This policy and associated documents may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

First published in the 1967-1968 MSSC catalog

April 2024 – Revised by Office of the Registrar, Financial Aid, and Bursar’s offices. Updated to new format.

Annually reviewed and updated as needed.

5.0 RELATED DOCUMENTS

[Single Course Withdrawal](#)

[Total Withdrawal - First 2 Weeks](#)

[Total Withdrawal - After 2 weeks](#)

Questions? Contact the Office of the Registrar at registrar@mssu.edu or 417-625-9389.