Withdrawals from the University

Approved by President _______________________

Effective Date: _______________________

Responsible Division: Academic Affairs

Responsible Office: MT One Stop

Responsible Officer: Director, MT One Stop

I. Purpose

Middle Tennessee State University (MTSU or University) will apply withdrawal processes in compliance with Federal Title IV Financial Aid guidelines and applicable state and federal regulations. Students finding it necessary to withdraw (drop all courses) from the University should initiate the following withdrawal process by accessing PipelineMT.

II. Policy

A. Based on the effective date of withdrawal, the student will receive no grades on the official transcript or will be assigned a “W”, “FA” or “F”. Students who withdraw within sixty percent (60%) completion of the term will be assigned a “W”. Students who withdraw at a point past sixty percent (60%) completion of the term will be assigned a “W”, “FA” or “F” as determined by the instructor of the course.

B. Appropriate offices will receive notice of the withdrawal for appropriate action.

C. The student’s identification card will be inactivated and, if residing in University housing, the student must move out of the residence hall or apartment.

D. Once a student officially withdraws from the University, he/she is no longer eligible for University-provided services unless re-enrollment occurs.

E. A student may not withdraw from the University after the fourteenth week of the semester, except for reasons of documented extenuating circumstances, which will be provided to the Withdrawal Coordinator for consideration. In such cases, faculty members will receive a written request to approve assignment of a “W”. Approval will be at the discretion of the instructor(s).
F. Any student who leaves the University for a term, but without officially withdrawing by dropping all classes, will receive grades of “FA” or “F” for all courses attempted in that term.

G. Requests to withdraw from a term within one (1) calendar year of the end of that term will be considered only if the student presents acceptable documentation of extenuating circumstances. In such cases, faculty members will receive a written request for approval to assign a "W". Approval will be at the discretion of the instructor(s). Requests received after the one (1) calendar year limitation are not eligible for consideration.

H. In cases of military deployment, the University will assist the student in completion of the term dependent upon the point in the semester when the student must report for active duty. In cases where deployment occurs early in the term and course requirements cannot reasonably be completed, the student will be withdrawn without reflection of grades, and fees will be refunded to the student or the financial account as appropriate. In such instances, faculty members will receive notification of the withdrawal due to military deployment.

Forms: none.
Revisions: none.
Last Reviewed: August 2023.
References: none.