

Webster UNIVERSITY

Late Withdrawal Process

Term withdrawal deadline: Friday of week 6

Semester withdrawal deadline: Friday of week 12

If a student doesn't withdraw by the deadline, it is considered a late withdrawal request.

STEPS:

1. Student discusses request with academic advisor. Advisor documents conversation in Starfish.
2. Student submits online request, including rationale and supporting documentation via Qualtrics: https://webster.co1.qualtrics.com/jfe/form/SV_2hrhWqgSluyrEJT.
 - Student must submit rationale for late withdrawal request.
 - Student must upload supporting documentation. Extenuating circumstances that may result in an approved late withdrawal include military responsibility (orders as documentation), unforeseen or extended medical situations (doctor note as documentation), and other life events (with appropriate third-party documentation), though dates of situation compared to academic calendar are considered.
 - Relevant dates are taken into consideration such as date of documentation/event as compared to the withdrawal deadline prior to the term/semester end.
 - Late withdrawal requests are not approved in lieu of an earned failing grade.
 - Late withdrawals may be considered after the term/semester has ended in rare and extenuating circumstances.
3. Once information is received, request will be submitted to the course instructor for review and input. Additional information is also considered such as flags in Starfish, notes, and online course activity (for online courses).
4. Once the course instructor's decision is received by Academic Advising, the decision is emailed back to the student by Academic Advising and documented in Starfish as an advising note. Advising will copy the student's Academic Advisor.
5. For approved late withdrawals, paperwork will be submitted by Academic Advising to Registrar's office for processing.
6. Late withdraws do not constitute a tuition refund. Tuition refund requests must adhere to stated process.