Withdrawal Procedures

Before the last day to add or drop courses in a semester or session, students may drop and add classes freely. No entry will be made on a student’s transcript for classes dropped during this period.

After the last day to add or drop courses, students may withdraw from a class or from all classes until the last day to withdraw from the semester or session. Check the Academic Calendar (http://coursecat.isu.edu/aboutisu/academiccalendar/) for the withdrawal date for each semester or session. The time in which withdrawals are allowed is called the Withdrawal Period. A grade of W is recorded on the student’s transcript for each course from which he or she withdraws.

**Before Withdrawal Deadline (see Academic Calendar [http://coursecat.isu.edu/aboutisu/academiccalendar/] for dates):**

To initiate a withdrawal from a class prior to the deadline, a student may use BengalWeb (https://bengalweb.isu.edu/). In extreme cases where the student does not have the ability to access BengalWeb, contact the Office of the Registrar (http://isu.edu/registrar/) for assistance.

To withdraw from the university (withdraw from all classes) prior to the deadline, the student may use BengalWeb (https://bengalweb.isu.edu/) and withdraw from all classes. In extreme cases where the student does not have the ability to access BengalWeb, contact the Office of the Registrar (http://isu.edu/registrar/) for assistance. Students are encouraged to meet with an advisor before withdrawing completely.

**After Withdrawal Deadline (see Academic Calendar [http://coursecat.isu.edu/aboutisu/academiccalendar/] for dates):**

After the deadline, all withdrawals are limited to those involving exceptional, documented circumstances beyond the student's control that prevented the student from withdrawing in a timely manner. Students should contact the dean of the college in which the student is enrolled to begin the process (College of Technology students should contact the Student Services Office [https://www.isu.edu/tech/departments/student-services/]). The dean will follow the same procedure used in the petitioning process for considering extraordinary academic issues.

**Medical Withdrawal**

For information regarding Medical Withdrawal, please see the Student Handbook (https://www.isu.edu/media/libraries/student-affairs/Student-Handbook-1.pdf) or contact Student Affairs. (https://www.isu.edu/studenta/)

**Refunds after Withdrawal**

For refund information, see ISU’s Refund Policy and Refunds for Exceptional Circumstances Policy in the Expenses (http://coursecat.isu.edu/aboutisu/expenses/) section of this catalog. For more information on how to initiate an appeal for refund of fees, please visit https://www.isu.edu/financeadmin/student-financial-services/ Refunds/refund-appeals/.