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/.