

IUPUI Emergency Withdrawal Procedures

IUPUI Withdrawal Procedures - Student Emergency

For various, often unexpected reasons students may be faced with circumstances that cause them to have to withdraw from academic term or session. This could include major medical issues, death in the family, job loss, divorce, etc. The procedure outlined below is provided to minimize inconvenience for students or for those acting on the student's behalf in completing a withdrawal from all classes for the academic term/session when something major has occurred in the life of the student, making their ability to complete coursework unreasonable. Note that while the following procedure will be followed to help mitigate any confusion or anxiety for the student, each academic unit is expected to develop and adopt their own policy as to what appropriately constitutes such an "emergency withdrawal" for students enrolled in their academic unit.

Grades and Refunds

- Depending on the timing of the emergency, dropping courses may require various levels of academic approval (instructor, advisor, dean).
- Any student who does withdraw from all classes based on an emergency will generally receive a "W" (Withdrawn) grade. Note, however, that beginning the eighth week of an academic term (fourth week in a summer session), an instructor may assign an F (failing) grade if the student's work is not of passing quality at the time of the withdrawal.
- The amount of tuition refunded is based on the date of the withdrawal. Link to the [academic calendar](#) for specific semester dates. In extenuating cases a student may wish to appeal for a larger refund of fees. Visit the Bursar information on [procedures for filing an appeal for refund of fees](#) for further details.
- Students receiving financial aid will be subject to the refund policies as provided for by the agencies sponsoring the aid. Students who accumulate an excessive number of W grades on their records may be deemed to not be making satisfactory academic progress toward their degree. If such a determination is made, these students may be blocked from registering by their school and may risk restrictions or [loss of financial aid](#).

Contact Information

Students who wish to withdraw from all courses based on emergency circumstances are provided a single-point-of contact so the students (or their proxy) do not have to visit various offices. To withdraw as a result of an emergency, students (or their proxy) should contact:

IUPUI Student Advocate
Division of Student Life
Campus Center, Suite 350
420 University Blvd.
Indianapolis, IN 46202
Phone: (317) 278-7594
Fax: (317) 278-9904
stuadvoc@iupui.edu

Procedure

The Student Advocate will then make contact with a pre-determined official of the student's academic unit. The list of official contacts will be maintained by the Student Advocate. That academic unit official will be an individual who is aware of the various policies and requirements of the academic calendar and will make appropriate arrangements for each class to be dropped.

To process a withdrawal, the academic unit official will provide the Office of the Registrar the drop forms with appropriate signatures along with a memo verifying the complete withdrawal due to student emergency circumstances.

Annually, during the first week of August each year, the Student Advocate will contact each academic unit to confirm or update their academic unit contact information.

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