

# Semester Withdrawal Policy

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## I. PURPOSE

This policy aims to provide students with a structured process for withdrawing from all courses within a semester and is meant to address individual concerns.

## II. SCOPE

This policy applies to all undergraduate and graduate students except those enrolled in the Post-Baccalaureate Premedical Program.

## III. POLICY STATEMENT

Students at Goucher can take a hiatus from their academic journey through a semester withdrawal, providing them with the opportunity to address individual concerns. Semester withdrawals may be taken from **the day after the add/drop day until** the last day of classes during a spring or fall term. A semester withdrawal results in a grade of “W” for all enrolled classes. Consult the [Refund Policy](#) regarding refunds of tuition and fees; no refunds are issued after the fifth week of the semester. A semester withdrawal will not impact a student's grade point average (GPA).

## IV. PROCEDURES

Undergraduate and graduate students in good academic standing may submit a semester withdrawal form beginning on the day after the add/drop day (typically the 10<sup>th</sup> day of the semester or 5<sup>th</sup> day of 7-week courses) until the last day of classes during a spring or fall term. A semester withdrawal results in a grade of “W” for all enrolled classes and will result in partial to full charges for the classes for the semester in which the student is withdrawing.

The curriculum of the Post-Baccalaureate Premedical Program does not allow a single-semester withdrawal; Post-Baccalaureate Premedical Program students who need to seek a withdraw during a semester may rejoin the program at the beginning of that semester the following year with permission from the program director.

1. To submit a semester withdrawal, students should first meet with their academic or success advisor (for undergraduates), and with their program director or success advisor (for graduate students). All students who receive financial aid should meet with [personnel from Student Financial Services](#).
2. Undergraduate, *international* students must meet with [personnel from the Office of Global Education](#) to review impacts to their student visa status.

3. Undergraduate students may also meet with [personnel in the office of Retention and Student Success](#) to understand the possible impact of a semester withdrawal.
4. After a student has met with the personnel in the appropriate office(s), they should complete the [Semester Withdrawal form](#).
5. Undergraduate students who submit a semester withdrawal must vacate the Goucher residence halls within 48 hours (about 2 days) of submitting a semester withdrawal. Additionally, students should continue to monitor their Goucher email for important updates and information.
6. Students do not need to be reinstated to return from a semester withdrawal but must contact and meet with their academic or success advisor to receive enrollment approval.
7. Students will receive registration information at the appropriate time in the semester preceding their return and are responsible for meeting all deadlines.
8. Additionally, undergraduate students should contact the [Office of Residential Life](#) if they plan to return to student housing.

## V. POSSIBLE IMPLICATIONS OF SEMESTER WITHDRAWAL

Note that a semester withdrawal may affect the student's academic record, tuition charges and financial aid. See related policies.

**Academic Impact-** Withdrawal from courses may affect academic progress and graduation timelines. Students should consult with academic advisors before initiating a semester withdrawal.

**Financial Impact-** Withdrawal from courses or the semester may affect tuition refunds, financial aid eligibility, and student loan repayment schedules. Students should consult with Student Financial Services before initiating a semester withdrawal.

**International Student Visa-** International students should consult with the International Student Advisor before initiating a withdrawal to understand the impact on their visa status and eligibility for continued enrollment.

## VI. RESPONSIBILITIES

Students should familiarize themselves with [refund deadlines](#) and financial liability for tuition and fees, and college housing.

## VII. RELATED POLICIES

Please visit the following related policies:

[Leave of Absence Policy](#)

[Medical/Compassionate Withdraw Policy](#)

[Refund Policy](#)

[Residential Life Policies](#)

[Return of Federal Title IV Funds Policy](#)

[Satisfactory Academic Progress Policy](#)

## **VIII. RESPONSIBLE OFFICE**

For undergraduate students, the designated office for providing resources and overview of the semester withdrawal process is the [Office of Retention and Student Success](#).

For students in the Post-Baccalaureate Premedical or graduate programs, their Program Director is their designated resource for the Semester Withdrawal process.

The designated office for receiving and processing Semester Withdrawals is the [Office of the Registrar](#).

## **IX. HISTORY**

Adopted: April 2024.