

St. Cloud State University

Late Withdrawal Policy

A late withdrawal is a request to withdraw from a class after the published withdrawal deadline and is considered only for extenuating circumstances. Typically, requests must be submitted no later than one calendar year from the last day of the semester of occurrence.

Late withdrawal requests require approval from the college offering a course or the Office of Academic Affairs.

Procedures for Requesting Consideration of Late Withdrawals

- Typically, requests for late withdrawals should be submitted in the semester of occurrence but no later than one calendar year from the last day of the semester of occurrence. A request for late withdrawal from an individual course should be submitted to the office of the college offering the course. A request for late withdrawal from all courses should be submitted to the Office of Academic Affairs. A late withdrawal will be considered only if there are significant circumstances beyond the student's control which affected the ability to complete the course. The circumstances must be documented. Requests without appropriate documentation or without extenuating circumstances will not be considered. Please refer to the Late Withdrawal Form for examples. Forms are available at various locations, including college offices and the Office of Academic Affairs.
- If permission for a Late Withdrawal is not granted, the earned grade will appear on the transcript. If permission is granted, a "W" will appear on the transcript.
- All Federal and State policies and procedures regarding financial aid eligibility will be enforced. Students with financial aid in the form of scholarships, grants or loans may be required to repay the award if they withdraw or change course load. To avoid problems, students are advised to contact the Business Services Office (AS 123) before withdrawing from any class.

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