



Administrative Procedure #: [Click or tap here to enter number](#)

Title: Institutional Withdrawal

Effective Date: [Click or tap here to enter date](#)

SECTION 1. PURPOSE & SCOPE

- 1.1. PURPOSE: This procedure establishes a consistent University process for students seeking to withdraw from all courses in a term, including submission, student outreach, withdrawal meetings or approved waivers, administrative processing, and communication among relevant University offices.
- 1.2. SCOPE: This procedure applies to institutional withdrawals in which a student withdraws from all courses for the selected term.

SECTION 2. APPROVAL, DELEGATION & APPLICABILITY

- 2.1. APPROVAL: The Provost is the approval authority for institutional withdrawals.
- 2.2. DELEGATION: The Office of Student Success coordinates withdrawal meeting assignments and may delegate meetings to trained staff members. The Registrar processes the institutional withdrawal following notification from the assigned staff member, unless otherwise indicated. Meeting waivers may be determined by the assigned trained staff member in accordance with this procedure.
- 2.3. APPLICABILITY: This procedure applies to students seeking to withdraw from all courses for a term and to University employees involved in Student Success, the Registrar, Financial Aid, academic advising, Athletics, Global Engagement, Veterans Affairs, Housing and Residence Life, Conduct/Title IX, and other offices relevant to an individual student's circumstances.

SECTION 3. DEFINITIONS

- 3.1. EFFECTIVE DATE OF WITHDRAWAL: The date on which the student selects "confirm" in the online Term Withdraw process, even if the withdrawal is administratively processed on a later date.



3.2. INSTITUTIONAL WITHDRAWAL: Withdrawal from all courses in the selected academic term.

3.3. WITHDRAWAL MEETING: A brief meeting, generally no more than 15 minutes, with a trained staff member to discuss the student's reason for withdrawal, current plans, possible return, support needs, Student Account and Financial Aid considerations, and possible alternatives or resources.

SECTION 4. PROCEDURE

4.1 STUDENT INITIATION OF INSTITUTIONAL WITHDRAWAL

- 4.1. Students seeking to withdraw from all courses shall access the "Term Withdraw" card through my.fairmontstate.edu.
- 4.2. The student shall select the applicable term and complete the required acknowledgements and survey questions, including acknowledgement of possible Financial Aid impacts and the withdrawal meeting process.
- 4.3. The student shall identify the reason(s) for withdrawal and indicate whether the student has previously spoken with anyone at the University regarding the concerns or challenges leading to withdrawal.
- 4.4. The confirmation screen shall inform the student that the request withdraws the student from all courses, Financial Aid obligations may result, and re-enrollment may require a new application unless a Leave of Absence has been approved.
- 4.5. The student's selection of "confirm" establishes the effective date of the institutional withdrawal. Administrative processing may occur later.

4.2 ACADEMIC AND FINANCIAL CONSIDERATIONS

- 4.2.1. A withdrawal completed before the applicable deadline on the Registrar's calendar will be recorded with a grade of "W" for all courses in the relevant term, except when the withdrawal is completed prior to or during the first week of classes, in which case no "W" is recorded.
- 4.2.2. No credits are earned for the withdrawn term. Failure to complete the institutional withdrawal process may result in failing grades.



4.2.3. Withdrawal does not, by itself, entitle a student to a full or partial tuition refund. Refund eligibility follows the University's tuition and fee schedule. A student may be required to repay some or all Financial Aid, when applicable, and withdrawal may affect future aid eligibility.

4.3 NOTIFICATION AND ASSIGNMENT

4.3.1. On the date the student confirms the withdrawal, notification shall be sent to withdraw@fairmontstate.edu and success@fairmontstate.edu.

4.3.2. Within two business days, Student Success shall assign the student to a trained staff member.

4.3.3. The assigned staff member shall schedule the student to meet within five business days of the initial submission or determine that the meeting should be waived.

4.3.4. A meeting may be waived when appropriate, including when the student has never attended Fairmont State; a staff member has already addressed the meeting topics, or the withdrawal results from a Conduct or Title IX matter. The trained staff member does not need details of a Conduct or Title IX matter, only confirmation that no further communication or discussion is necessary.

4.3.5. For students withdrawing before the start of a term, the meeting may be waived or offered virtually.

4.3.6. The assigned staff member shall use the student's academic calendar as relevant when scheduling, notify the student by email and text through the University's retention CRM, and copy success@fairmontstate.edu on the email.

4.3.7. The assigned staff member shall send reminder communications the day before and approximately one hour before the scheduled meeting.

4.4 WITHDRAWAL MEETING

4.4.1. Before the meeting, the assigned staff member shall review relevant information and, as appropriate, consult with Financial Aid, the academic department/advisor, faculty, Athletics, Housing, Conduct/Title IX, Veterans Affairs, Honors, or other relevant offices.

4.4.2. The withdrawal meeting should address, as applicable:

4.4.2.1. The student's reason for withdrawal;



4.4.2.2. The student's current plans, including living situation, employment, and support;

4.4.2.3. The possibility and timing of a future return;

4.4.2.4. Any additional support needed, including mental health counseling, Supplemental Nutrition Assistance Program (SNAP), or Medicaid;

4.4.2.5. The student's account and Financial Aid; and

4.4.2.6. Student services, resources, and possible alternatives to withdrawal.

4.5 POST-MEETING COMMUNICATION AND PROCESSING

4.5.1. Following the meeting, student no-show, or meeting waiver, the assigned staff member shall notify withdraw@fairmontstate.edu, success@fairmontstate.edu, the student's academic advisor, and other relevant parties, such as Athletics, Global Engagement, or Veterans Affairs, of the outcome.

4.5.2. The assigned staff member shall document a summary of the meeting or meeting waiver in the University's retention CRM.

4.5.3. Unless the assigned staff member indicates otherwise, the Registrar shall process the withdrawal using the effective date established when the student confirmed the request.

4.5.4. The Registrar shall retain the relevant email documentation in Banner and notify the student when the withdrawal has been processed.

4.6 WITHDRAWAL MEETING STAFF AND TRAINING

4.6.1. Staff facilitating withdrawal meetings shall receive specific training. Staff shall be assigned based on availability and fit, with consideration given to prior relationships and the student's specific needs.

4.6.2. The trained staff cohort should be large enough to accommodate student needs while remaining manageable for training and communication. Potential participants may include individuals from the following areas on campus: Student Success, First-Year Experience, Student Outreach and Support, Academic Success Centers, grant-funded student support staff, Career Services, Veterans Affairs, international student staff, National Collegiate Athletic Association (NCAA) compliance/Athletics, Housing and Residence Life, and Student Activities.



4.6.3. Training may include understanding student populations, Financial Aid and other benefit impacts of withdrawal, motivational interviewing techniques, and balancing encouragement and resource connection with appropriate boundaries on intervention.

4.7 STUDENT ACKNOWLEDGEMENTS AND WITHDRAWAL REASONS

4.7.1. The online process shall require the student to acknowledge potential tuition, fee, and Financial Aid consequences; select the term; identify reason(s) for withdrawal; indicate whether the student previously discussed the concerns with University personnel; acknowledge the withdrawal meeting; and confirm the withdrawal request.

4.7.2. Withdrawal reasons available to students shall include academic concerns; other commitments such as work or childcare; financial concerns; transportation challenges; disability and/or medical issues; fit at Fairmont State; attendance at another institution; and other reasons.

4.7.3. The student shall be informed that the withdrawal meeting is intended to check in with the student and connect the student with resources that may assist during the transition.

SECTION 5. INTENDED AUDIENCE

5.1. The intended audience of this procedure is students and University employees involved in institutional withdrawal, student success and retention, registration, Financial Aid, student accounts, advising, and other student-support functions

SECTION 6. REVISION HISTORY

6.1. FREQUENCY OF REVIEW: This administrative policy will be reviewed every three years.

6.2. APPROVED: Click or tap here to enter text