

IUPUI Emergency Withdrawal Procedures

Various circumstances, often unexpected, may force students to withdraw from an academic term or session; they include, among others, major medical issues, death in the family, job loss, divorce, etc. The following procedure is intended to mitigate student confusion and anxiety. Each academic unit is expected to develop its own policy defining the circumstances under which an emergency withdrawal is appropriate in that unit.

Procedure

The IUPUI Student Advocate will be the initial point of contact. The Student Advocate will contact the appropriate official in the student's academic unit. The list of official contacts will be maintained by the Student Advocate. The official for each academic unit should be an individual who is aware of the unit's policies and the requirements of the academic calendar. This person will be responsible for working with the individual faculty involved, if necessary, and for making the 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 attesting that the complete withdrawal due is 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.

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**

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- Any student who does withdraw from all classes based on an emergency will generally receive a “W” (Withdrawn) grade.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. . 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](#).

Effective Date

This procedure will be effective July 1, 2012.

Review

The Student Advocate will report to the IFC Academic Affairs Committee during the fall of 2015 on the status of this procedure and make suggestions for improving the process. The report should include aggregate statistical information describing how frequently this procedure was exercised as well as descriptive information regarding the students involved and the reasons for activating this procedure. The report should also include an overall assessment of how well the procedure worked during the preceding period and any recommendations for improving the process. No individually identifying student information should be included in the report, simply aggregate statistical information.