

FORT HAYS STATE UNIVERSITY WITHDRAWAL POLICY STATEMENT

(Fall and Spring Semesters, 16 Weeks)

Students may withdraw full-semester (16-week) courses through 11:59:59 PM CT on the 35th calendar day of the semester. Students withdrawing during this time period will not receive any notation on their transcript. Students who withdraw after this period and through 11:59:59 PM CT on the 70th calendar day of the semester will receive a notation on their transcript of withdrawal (W). No withdrawals allowed after the 70th calendar day of the semester. Students who withdraw completely will receive a notation on their transcript of the date withdrawn. Students receiving financial aid have additional responsibility and should contact the Office of Student Financial Assistance in Custer Hall, 785-628-4408.

Appeal requests for withdrawal must be submitted to the Academic Appeals Committee. To initiate this process, contact the Office of the Registrar for the appeal form.

Fee Refunds for Course Withdrawals (Fall and Spring Semesters, 16 Weeks)

	Refund Percentages					Last Calendar Day to Withdraw (No Transcript Record)	Last Calendar Day to Withdraw
	100%	60%	40%	25%	10%		
Less than 1 week course	None	None	None	None	None	2nd day	None
One week course	2nd day	None	None	None	None	2nd day	None
Two week course	1st week	None	None	None	None	7th day	None
Three week course	1st week	None	None	None	None	7th day	14th day
Four week course	1st week	None	None	2nd week	None	14th day	21st day
Five week course	1st week	None	None	2nd week	None	14th day	21st day
Eight week course	1st week	None	2nd week	None	3rd week	21st day	28th day
Ten week course	1st week	2nd week	None	3rd week	4th week	28th day	35th day
Full semester course	1st week	2nd week	3rd week	4th week	5th week	35th day	70th day

One week equals seven calendar days.

All deadlines are effective at 11:59:59 PM CT

FORT HAYS STATE UNIVERSITY WITHDRAWAL POLICY STATEMENT

(Summer Term, 8 Weeks)

Students may withdraw full-term (8-week) courses through 11:59:59 PM CT on the 21st calendar day of the term. Students withdrawing during this time period will not receive any notation on their transcript. Students who withdraw after this period and through 11:59:59 PM CT on the 28th calendar day of the term will receive a notation on their transcript of withdrawal (W). No withdrawals allowed after the 28th calendar day of the term. Students who withdraw completely will receive a notation on their transcript of the date withdrawn. Students receiving financial aid have additional responsibility and should contact the Office of Student Financial Assistance in Custer Hall, 785-628-4408. Appeal requests for withdrawal must be submitted to the Academic Appeals Committee. To initiate this process, contact the Office of the Registrar for the appeal form.

Fee Refunds for Course Withdrawals (Summer Term, 8 Weeks)

	Refund Percentages					Last Calendar Day to Withdraw (No Transcript Record)	Last Calendar Day to Withdraw
	100%	60%	40%	25%	10%		
Less than 1 week course	None	None	None	None	None	2nd day	None
One week course	2nd day	None	None	None	None	2nd day	None
Two week course	1st week	None	None	None	None	7th day	None
Three week course	1st week	None	None	None	None	7th day	14th day
Four week course	1st week	None	None	2nd week	None	14th day	21st day
Six week course	1st week	None	None	2nd week	3rd week	21st day	21st day
Eight week course	1st week	None	2nd week	None	3rd week	21st day	28th day

One week equals seven calendar days.

All deadlines are effective at 11:59:59 PM CT

Adopted by President's Cabinet 07/04

Revised version adopted by President's Cabinet 07/11/07