

Discontinuance and Student Academic Record Appeals Committee

Discontinuance

Discontinuance Office
B-150 ASB
(801) 422-7705

To withdraw from the university, day students who have registered for classes must officially discontinue. Before the first day of class, students may use the Web registration system through Route Y. After classes begin students must discontinue through the Discontinuance Office.

Students who have registered for classes and paid tuition must officially discontinue to drop classes and initiate a tuition refund. (Refer to the Tuition and Fees section of this catalog for refund information.) Students who have registered for classes but *have not* paid tuition must also discontinue. If these students do not withdraw before the start of classes, they will be billed for tuition up to the official date of discontinuance.

The discontinuance process includes the following:

1. Before classes begin students may use the Web registration system through Route Y.
2. After classes begin consult with the Discontinuance Office representative and complete discontinuance forms available from the Discontinuance Office.
3. If discontinuing during or after the sixth week of the semester (or third week of the term or block), obtain signatures of individual class instructors (student is now responsible for grades earned in class). The instructor will indicate an official withdrawal (W) or an academically failing (WE) withdrawal grade.
4. Submit discontinuance forms and be signed out by a Discontinuance Office representative.
5. Upon discontinuance, the student's ID will be electronically voided.

All undergraduate students who discontinue during a major semester (fall or winter) or during the term for which they were accepted should contact the Admissions Office about future readmission eligibility. To withdraw after the twelfth week of the semester (or fifth week of a block or term), students must file a petition with the Registration/Records petition secretary (B-150 ASB) rather than contacting the Discontinuance Office.

Those students registered as Evening Classes students only must discontinue through the Office of Evening Classes, 120 HCEB. Law School students must initiate their discontinuance through the office of the Law School dean, 348-A JRCB.

Students who leave the university under emergency conditions and subsequently do not return still have the responsibility to discontinue before the discontinuance deadline. Official termination can be completed by contacting the Discontinuance Office at the earliest possible time.

Student Academic Record Appeals Committee

The Student Academic Record Appeals Committee has been established for students who encounter situations involving non-academic extenuating circumstances or emergencies potentially affecting their educational records that fall outside the realm of normal university policy and procedure. The petition process must be initiated within *one* year from the semester or term in question. It is the student's responsibility to obtain the necessary supporting information from the instructor, physician, employer, etc., to accompany the request. Petition forms may be obtained in the Records Office, B-150 ASB.