

Withdrawing from Classes

The process for withdrawing from classes varies according to the requirements of each college, and the timing of the withdrawal.

The steps of the withdrawal process for students in the College of Literature, Science & the Arts are outlined below as an example. Please note that these steps may not be the same as those required of students in other colleges, such as Engineering, Art and Design, or Nursing. Certain programs within LS&A, such as Residential College or the Honors Program, might follow slightly different procedures as well. **Always consult an academic advisor in your program to verify the proper procedures before attempting to withdraw from a class.**

If it is...	...and you wish to withdraw from some, but not all of your classes:	...and you wish to withdraw from ALL of your classes:
Within the first three weeks of a Fall or Winter term	You can withdraw from a class by going to http://wolverineaccess.umich.edu and dropping the course. No other approval is needed. The course will disappear from your transcript, and there will be no record that you withdrew from the class.	Go to the Academic Advising Office and request a term withdrawal . Your elections will disappear from your transcript. You will not receive a “W” (withdrawal) on your transcript, and no restrictions will be placed on your registration for future terms.
During the fourth through ninth weeks of a Fall or Winter term	You must meet with an academic advisor to receive the necessary forms. You are responsible for completing these forms, obtaining signatures from your instructors, and returning the completed and signed forms to the Academic Advising Office before the end of the ninth week of the term. You will then receive a “W” (withdrawal) on your transcript, indicating that you will receive no credit for the course. Your GPA will not be affected.	You must meet with an Academic Standards Board member. You will be responsible for completing any paperwork he/she provides, and obtaining any signatures. Once these steps are completed, you will receive a “W” (withdrawal) for each of your courses, indicating that you will receive no credit for the semester. Your GPA will not be affected. Depending on the circumstances, a “hold” might be placed on your registration. If a hold is in place, you will not be able to resume coursework until you meet with a Board member and, in some cases, provide clinical documentation of your readiness to return to classes. The decision to place

		a hold on your registration generally depends on how late in the semester you requested the withdrawal, and the severity of your illness.
Between the ninth week of the term and the last day of classes	During this period, you will only be allowed to withdraw from a class under extreme circumstances, such as hospitalization or severe illness. Generally, you will have to meet with a member of the Academic Standards Board and submit a petition, including documentation of your condition, to the full Academic Standards Board. If the Board approves your request, you will receive a “W” (withdrawal) for the class.	You must meet with a Board member to request a <i>term withdrawal</i> . If the Board approves your request, you will receive a “W” (withdrawal) for each of your courses, and the Board will place a hold on your future registration.
After the last day of classes	In extreme circumstances (such as inpatient hospitalization during the last week of term), it is sometimes possible to receive a retroactive “W” (withdrawal) for a class after the class has ended. Contact your academic advisor to see if this might be possible in your case.	In extreme circumstance (such as inpatient hospitalization during the last week of term), it is sometimes possible to receive a retroactive <i>term withdrawal</i> . Contact your academic advisor to see if this might be possible in your case.

For More Information

Eisenberg Family Depression Center

734-936-4400 | campusmindworks.org

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