

# WITHDRAWAL

A student who wishes to withdraw from a class is responsible to withdraw online in Banner during the first ten days of the quarter. The date this withdrawal takes place will determine the amount of refund, where applicable.

After the second week of the quarter and through the eighth week, undergraduate students must submit UG Course Drop (Week 3-8) ([https://banweb.spu.edu/pls/prod/twbkwbis.P\\_GenMenu/?name=bmenu.P\\_MainMnu&msg=WELCOME>Welcome,+Bethany+K.+Wagner,+to+the+SPU+Banner+Information+System!](https://banweb.spu.edu/pls/prod/twbkwbis.P_GenMenu/?name=bmenu.P_MainMnu&msg=WELCOME>Welcome,+Bethany+K.+Wagner,+to+the+SPU+Banner+Information+System!)) through their Banner account in order to withdraw from a class. Graduate and Doctoral students must submit GRDR Course Drop (Week 3-8) ([https://banweb.spu.edu/pls/prod/twbkwbis.P\\_GenMenu/?name=bmenu.P\\_MainMnu&msg=WELCOME>Welcome,+Bethany+K.+Wagner,+to+the+SPU+Banner+Information+System!](https://banweb.spu.edu/pls/prod/twbkwbis.P_GenMenu/?name=bmenu.P_MainMnu&msg=WELCOME>Welcome,+Bethany+K.+Wagner,+to+the+SPU+Banner+Information+System!)) through their Banner account. The course will appear on the transcript with a "W" grade.

If a student fails to withdraw through Banner by the end of the eighth week of the quarter, the student will receive the grade earned and possibly no refund.

Residential students who are considering dropping classes should keep in mind how this might impact their eligibility for housing (<https://spu.edu/administration/office-of-student-life/handbook/residential-living/#res:~:text=Occupancy%20Guidelines,-Eligibility,-Undergraduate%20housing%20is>).

To be eligible for a refund of parking fees, the student must inform the Office of Safety and Security (<http://spu.edu/administration/office-of-safety-security/>). Parking refunds are calculated in accordance with the tuition refund policy.

For registration questions, contact the Office of the Registrar by email ([registrar@spu.edu](mailto:registrar@spu.edu)) or visit our office in Demaray 151.

## Withdrawal Policies

The policies for withdrawing from a class are as follows:

- A withdrawal from a course during the first week of the quarter will not appear on the transcript.
- A withdrawal from a course during weeks two through eight of the quarter will be noted with a "W" (withdrawal) on the transcript.
- Students are able to drop classes online through 11:59 p.m. on the tenth day of the quarter.
- During weeks three through eight students may drop a course online through Banner. Directions are available on the Office of the Registrar (<http://spu.edu/administration/office-of-the-registrar/>) website.
- Deadlines for course withdrawals are listed on the University Academic Calendar (<https://catalog.spu.edu/undergraduate/academic-calendar/>).
- No withdrawals are accepted after the eighth week of the quarter.
- If a student does not provide proper written notification to the Office of the Registrar, financial obligations will remain binding, regardless of whether classes were attended or whether any contracted services were utilized.
- If a student does not withdraw from a course by the end of the eighth week of the quarter, but stops attending the course, the student will receive the grade earned.

- Should the student desire to complete the course during a future quarter, the student will be required to register and pay the current tuition for the course.

## Withdrawal from Seattle Pacific University

A student who desires to withdraw from Seattle Pacific University should file a notification of Complete Withdrawal through Banner. Directions are available on the Office of the Registrar (<http://spu.edu/administration/office-of-the-registrar/>) website.

If registered for courses at the time of withdrawal from the university, the student is subject to the policies and procedures outlined on the tabs of this page.

Refunds and adjustments to the student's account are governed by the financial policies listed in Costs and Financial Aid (<https://catalog.spu.edu/undergraduate/costs-financial-aid/>).

A student who is registered but does not attend classes is responsible to withdraw from their registered courses online in Banner during the first ten days of the quarter. The date this withdrawal takes place will determine the amount of refund, where applicable.

If a student fails to withdraw through Banner by the end of the eighth week of the quarter, the student will receive the grade earned and possibly no refund.

## Administrative Withdrawals

The Office of the Registrar will administratively withdraw a student from a course due to one of the following circumstances:

- The course was cancelled and all enrolled students needed to be withdrawn.
- The student did not meet the prerequisite after grades were submitted at the end of the prior quarter.
- The student is repeating a course for a second time and has not received instructor permission to stay in the class.
- The student is repeating a course in which they previously received an A grade.

Student Financial Services (<http://spu.edu/student-financial-services/>) has the right to have a student completely withdrawn from classes due to an unpaid balance.

The Office of Student Life (<http://spu.edu/administration/office-of-student-life/>) has the right to have a student completely withdrawn due to judicial or medical circumstances.