

# JUDITH HERB COLLEGE OF EDUCATION

## GRADUATE STUDENT PROGRAM WITHDRAWAL

### PROGRAM WITHDRAWAL

Graduate students in the Judith Herb College of Education may decide to withdraw from their program of study at any time. Students who withdraw from their program will be placed on inactive status for the program they have withdrawn from but will remain active in the university and in any other program in which they are enrolled. Students remain eligible to apply for any graduate program in the college or to apply for readmission to the program from which they have withdrawn.

Students who have failed the first attempt on a program examination or defense may elect to withdraw from the program. Students on probation may elect to withdraw from the program.

If the student is currently enrolled in courses at the time of withdrawal from the program, the student may elect to complete or withdraw from each course prior to the end of the course withdrawal period. If, and only if, it is beyond the university course withdrawal period, students may petition to be assigned a grade of Withdrawal Passing (WP) or Withdrawal Failing (WF) based on work completed in that course for each course they will not complete. Students may elect to complete all, some, or none of their courses. The petition for WP/WF grading must be **submitted in writing** to each instructor and the Associate Dean of Graduate Studies.

*Leave of Absence.* Withdrawal does not grant the student a leave of absence. Students with personal, medical, military duty, or other compelling reasons may request a leave of absence from a degree program. Students must submit a request for a leave of absence to the College of Graduate Studies (see Graduate Student Leave of Absence Policy 3364-77-04).

### WITHDRAWAL PROCESS

Student will **notify in writing** the Associate Dean of Graduate Studies that they intend to withdraw from their graduate program.

Written acknowledgement of withdrawal will be sent by the Associate Dean to the student's official UT email. The faculty advisor, Department Chair, and the College of Graduate Studies will be notified by the Associate Dean of the student's decision to withdraw from the program.

When appropriate, instructors for currently enrolled courses will be notified by the Associate Dean that the student has withdrawn from the program.