



Office of the University Registrar

University of Missouri

Withdrawal from the Term/University

[How to Withdraw from a Course at MU »](#)

Withdrawing From a Course: [Add/drop and withdrawal procedures »](#)

Withdrawing from Mizzou

[Term Withdrawal Form](#)

1. The Undergraduate Deans Group of the schools and colleges and the Office of the Provost will have general control of the registration of students both for regular course work on the MU campus and for courses and other educational activities administered by the MU Extension Division.
2. Students who enroll in extension and/or correspondence courses for the purpose of applying them to a degree program will coordinate such enrollment with the school or college offering the degree.
3. For an undergraduate student, registration for fewer than 12 hours in a given semester will be considered as constituting a part-time program. Undergraduate students may not enroll in a part-time program without the express permission of the Dean of the school or college in which the student is, or plans to be, enrolled.
4. No student will be permitted to register in any school or college of the MU or in any course, other than Problems, Special Readings, Internships, Grad Exam or Research, after the expiration of one week following the first day of classes in regular session or the equivalent thereof in a shorter session. A department may establish an earlier deadline.
5. With the consent of the Dean of the school or college in which the student is registered and of the instructor concerned, a student may enroll in a course as a hearer. Normally, a hearer will attend the course on a regular basis; either the department or an individual instructor will stipulate the requirements for enrollment in a course as a hearer. At the request of the instructor, a hearer may be dropped from a course for failure to comply with stipulated requirements. An instructor may request the Registrar to backdate a hearer's disenrollment from a course, so that no notation of the student's enrollment will appear on the student's permanent record. A hearer will receive no credit toward a degree. Once a student has elected to enroll in a course as a hearer, he/she may not change his/her status to that of a regular student after the expiration of two weeks following the first day of classes in regular session or the equivalent thereof in a shorter session. Nor can a student who is enrolled for credit change his/her status to hearer after the expiration of two weeks following the first day of classes in regular session or the equivalent thereof in a

shorter session. The Law School may adopt a different deadline regarding the last day available to a student enrolled in any classes taken through the Law Career for credit to change his/her status to hearer. Such deadline might be later than the deadline for other schools and colleges.

6. A student who wishes to withdraw from any course in which he or she is officially enrolled must declare such intention by processing the appropriate form from the student's academic advising unit in their college or school no later than 5 p.m. on the first day (typically a Monday) of the last week of classes. The faculty of the student's school or college may establish an earlier deadline for withdrawal. The Law School may adopt a different deadline regarding the last day for a student enrolled in any classes taken through the Law Career to withdraw from any such course. Such deadline might be later than the deadline for other schools and colleges.
7. A student who wishes to withdraw from MU must process the appropriate form in the office of the dean of the school or college in which he/she is registered. The last day to withdraw for the semester will be 5 p.m. on the first day (typically a Monday) of the last week of classes. Withdrawal forms will normally be dated according to the date the request was first received with the following exception: When health or other critical circumstance constitutes the reason for withdrawal, the Dean may designate an earlier date to which academic rules will apply. The Law School may adopt a different deadline for a student enrolled in any classes taken through the Law Career to withdraw from MU. Such deadline might be later than the deadline for other schools and colleges.
8. The Director of the Student Health Service will have the authority to exclude a student from classes and other University exercises and activities because of exposure to a communicable or contagious disease or to require a student to withdraw from the MU at any time if the student has a medical condition constituting a hazard to himself or herself, to other students, or to the campus community.
9. At any time a Dean may, following such procedures as are reasonable, dismiss a student from a course, or from the school or college for failure to perform academic duties.

Policy Source: Faculty Council, Article III, 6-7

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