

Withdrawing from a Term - Undergraduate

Students who have registered for classes and decide not to attend have the responsibility to cancel their registration or initiate a withdrawal by following the appropriate procedure. Non-attendance does not constitute cancellation or withdrawal. Students are cautioned that they are only eligible for one Post-Census Withdrawal during their undergraduate career at Fort Lewis College.

Procedures to Withdraw From a Term

- **PRIOR TO THE FIRST DAY OF THE TERM**
Students must cancel their registration through WebOPUS. Students should select “Student Services” > “Registration” > “Add/ Drop Classes” > select the appropriate term > drop each of their classes prior to midnight on the day before the term begins.
- **FIRST DAY OF TERM THROUGH CENSUS DATE**
Students must initiate a pre-Census withdrawal using WebOPUS. Students should select “Student Services” > “Registration” > “Withdraw from the Current Term” > read about impact of withdrawals on tuition and fee charges, eligibility for on-campus housing, and financial aid > Submit “Request to Withdraw from the Current Term” > complete the form > Submit “Request to Withdraw from the Current Term” > “Withdraw from Current Term now.” Students will be notified via email when their request to withdraw has been processed.
- **AFTER CENSUS DATE TO LAST DAY OF REGULAR CLASSES**
Students must initiate a post-Census withdrawal using WebOPUS. Students should select “Student Services” > “Registration” > “Withdraw from the Current Term” > read about impact of withdrawals on course grades, tuition and fee charges, eligibility for on-campus housing, and financial aid > Submit “Request to Withdraw from the Current Term” > complete the form > Submit “Request to Withdraw from the Current Term” > “Withdraw from Current Term now.”
 - Students submitting their first request for post-Census withdrawal during their undergraduate career at Fort Lewis College will be automatically approved and they will receive the grade of SW (semester withdrawal) for all of their courses.
 - Second and subsequent requests for post-Census withdrawals will be reviewed by the Associate Vice President for Academic Affairs. Students will be notified via email whether the request has been approved or denied.
 - Students who are approved for a second or subsequent post-Census withdrawal will receive the grade of AW in all of their courses. Students not approved will be assigned a grade by each instructor at the end of the term.

Technical Difficulties with WebOPUS

If a student experiences problems with using WebOPUS, it is the student's responsibility to contact the Registrar's Office as soon as possible.

Tuition and Fees Schedule For Students Who Withdraw

Students initiating a pre-Census or post-Census withdrawal will be assessed tuition and fees according to the pro rata schedule published on the Student Billing & Cashiering website. There are separate schedules for the fall and spring semesters and the summer sessions.

Other Responsibilities Associated With Withdrawal

Students who have applied for housing and/or financial aid have other responsibilities associated with official withdrawal and must contact those offices directly.