WITHDRAWAL FROM THE UNIVERSITY

OFFICIAL: Students who find it necessary to withdraw from the university before the close of the term must complete withdrawal forms with the appropriate graduate program advisor/staff. The form is then sent to the Office of the Registrar, the Financial Aid Office and the Cashier’s Office. Please note that withdrawal may affect financial aid.

If a student wishes to officially withdraw from his/her graduate program, a withdrawal form must be filed in the appropriate graduate program office. The effective date of the withdrawal will be the date on which the appropriate department office is formally notified in writing by the student of his/her intention to withdraw. The student will be placed on inactive status. Requests for return to active status (reenrollment) should be filed with the appropriate graduate program. Please see appropriate graduate program handbook for specific processes for re-enrollment. Upon notification by the student to the appropriate graduate program personnel, the refund schedule below will be implemented. The refund schedule applies from the date of student notification, NOT the date of last attendance.

Notification to Program Department Chair/Advisor % Refund

Before week 1 100%
Before week 2 75%
Before week 3 50%
Before week 4 25%

UNOFFICIAL: If a student leaves the institution without notification, the institution may administratively withdraw the student from school. An unofficial withdrawal occurs when a student has failed to attend any classes for a consecutive two-week period and, if living on-campus, has moved out of the dorm. Professors and Resident Educators will notify the Registrar if a student is in these circumstances. The Registrar will determine if the student has withdrawn from school and will determine a date of withdrawal related to those circumstances.

No withdrawals, for any reason, will be granted during the final two weeks of classes for a term. A student who leaves the institution during the final two weeks of classes will risk receiving failing grades in all classes for the term.

WITHDRAWAL FROM A COURSE

Students may withdraw from a course with a “W” provided they withdraw before the final two weeks of classes. Students who find it necessary to withdraw from a course must secure withdrawal forms from the Office of the Registrar. These forms must be properly and satisfactorily completed and filed in the Office of the Registrar. Students must notify their Department Chair or graduate program advisor prior to withdrawing from a course.
REFUND SCHEDULE

Upon notification by the student to the appropriate graduate program personnel, the refund schedule below will be implemented. The refund schedule applies from the date of student notification, NOT the date of last attendance.

Notification to Program Department Chair/Advisor % Refund
Before week 1 100%
Before week 2 75%
Before week 3 50%
Before week 4 25%

REFUND POLICY
These refund policies conform with the requirements of the Higher Education Act Amendments of 1998. Based on the federal calculation, the unearned percentage of aid received for the semester must be returned.