

## **WITHDRAWAL FROM THE UNIVERSITY**

**OFFICIAL WITHDRAWAL:** Students who find it necessary to withdraw from the University before the close of the term must complete withdrawal forms with the appropriate 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.

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 (re-enrollment) should be filled out using the online readmission form. Please see appropriate professional and graduate program handbook for specific processes for re-enrollment. Upon notification by the student to the appropriate graduate program personnel, the refund schedule for that program will be implemented. The refund schedule applies from the date of student notification, NOT the date of last attendance.

**ADMINISTRATIVE WITHDRAWAL:** If a student leaves the institution without notification, the institution may administratively withdraw the student from school. An administrative withdrawal may occur when a student has failed to attend any classes for the specified amount of time found in the appropriate professional and graduate program handbook. Professors will notify the appropriate program staff of the absences. The program advisor/staff will fill out the withdrawal form and the form will be sent to the Office of the Registrar, the Financial Aid Office and the Cashier's Office

## **WITHDRAWAL FROM A COURSE**

Students may withdraw from a course with a "W" provided they withdraw prior to the date specified in the appropriate professional and graduate program handbook, not to extend beyond the last date of the course.

Students who find it necessary to withdraw from a course must contact their appropriate program advisor/staff in writing in order to withdraw from a course.