

Registrar Office



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## OFFICIAL & UNOFFICIAL WITHDRAWAL POLICY

### DEFINITIONS

#### **Official Withdrawal**

An Official Withdrawal refers to an action taken by a student to discontinue enrollment. The Student completes the withdrawal form with the Office of the Registrar within the period established in the academic calendar. The withdrawal date will be recorded with an effective date when all forms are completed, signed and returned to the Office of the Registrar. The effective date of withdrawal will determine the student tuition liability due or refund due to the student. The course is recorded on the transcript with a grade of W, the course or courses will be considered attempted but not earned.

1. **Partial Withdrawals** - when a student withdraws from one or more classes, but remains enrolled in at least one class.
2. **Total Withdrawals** - when a student withdraws from all of his/her courses in a current term. This can occur at one time or over a period of time within a term.
3. **Administrative Withdrawals**- The institution reserves the right to prosecute an administrative withdrawal, partial or total; temporarily, via exception or by a decision of the Council of Discipline or other institutional committee. The course is recorded on the transcript with a grade of W, the course or courses will be considered attempted but not earned.

#### **Unofficial Withdrawal**

An Unofficial Withdrawal refers to a student who fails to attend or ceases to attend one or more classes without officially withdrawing from the University. The withdrawal determination date for students who do not officially withdraw will be recorded as the last date of the term. For Federal financial aid purposes, it will be assumed that the student unofficially withdrew at the midpoint of the term. The course is recorded on the transcript with a grade of WF (failure to withdraw), the course or courses will be considered attempted but not earned.



## **Unofficial withdrawal online courses**

The professor refers the form of unofficial withdrawal online courses at the Registrar's Office, we proceed with the application of the code of course or courses included on the form. The withdrawal effective date is reported by the professor a last day of attendance or participation in the course.

## **WITHDRAWAL METHODS**

Students completes to withdraw from a course, session, or term in the following manner:

A student may withdraw in person, by fax, submitting a signed and completed Withdrawal Application Form to the Registrar Office by the withdrawal deadline at the academic calendar. Forms are processed upon receipt. Any forms faxed outside business hours, during weekends or holidays will be processed the following business day.

## **CHANGES IN THE STUDENT STATUS**

Students who change their enrollment status from full-time to part-time, or from full or part-time to below half-time, due to a partial drop or withdrawal, may have their Federal, State, and/or University aid adjusted. The University may also be required to report the student's change in enrollment status to lenders, which can trigger the repayment of student loans.

## **SPECIAL PROGRAM PARTICIPATION**

1. **Veterans:** In accordance with VA regulations, students receiving veteran's benefits must notify the VA Certifying Official on campus when partially or fully withdrawing from the University.
2. **Honors:** Students participating in the Honors Program must notify the Honors Program Director when partially or fully withdrawing from the University.
3. **Student Visa holders:** In accordance to Immigrations Law the students most notify the designated School Officer on campus when partially or fully withdrawing from the University.
4. **Athletics:** All university athletes must notify the Athletic Department when partially or fully withdrawing from the University