



REQUIREMENTS AND PROCEDURES FOR OFFICIAL WITHDRAWAL

First Week Drop Policy

Students who do not attend any classes during week one of any semester without prior written approval from the Chief Academic Officer (CAO) will be withdrawn from their program. Students may appeal for reinstatement to the CAO. All requests for reinstatement must be received no later than Friday of week three of the affected semester. Documentation must be provided as to the reason for the absence. Students will not be dropped from individual classes if they attend any one of their scheduled classes during the first week of the term.

Students who wish to withdraw from the University must notify the Office of the Registrar in writing. Except under extraordinary circumstances, enrolled students who never attend a class or who stop attending one or more classes prior to the end of the semester but who do not submit a letter of withdrawal to the Office of the Registrar will not receive any refund for the semester. They will also be held liable for all unpaid tuition and fees incurred during or prior to the semester. At the start of the second or subsequent semester at the University, the Office of the Registrar will officially withdraw students who do not meet the ongoing enrollment requirements.

Registration Amendment

Students wishing to change their class schedule after registration may do so by submitting an ADD/DROP Form to the Registrar's Office. Students may ADD/DROP courses through Friday of the first week of the relevant semester.

Students must present these forms in person or by fax. Forms left when the office is not open will not be processed. ADD/DROP Forms will be processed while students are present, and students will receive updated schedules. Students should check their schedules for accuracy before leaving the office.

Courses removed from a student's schedule by Friday of week one will not be recorded on the transcript of classes, nor will the credits for those courses be used in the calculation of tuition charges for the semester. Students may not add classes after the end of the registration amendment period. Students must get pre-approval from the Bursar's Office to make any registration amendment that will change their status as a full- or part-time student.

Course Withdrawal

During the semester, students may withdraw from courses from Monday of week two through Friday of week seven. Courses dropped during this period will receive the grade of 'W' and no

adjustment will be made in the tuition charges for the semester, unless the student is withdrawing from all courses. Course withdrawals after Friday of week seven are noted as WF and students will receive a failing grade.

Students are strongly encouraged to meet with an Academic Advisor to discuss the academic ramifications of withdrawing from a course. Course withdrawals may have an impact upon a student's financial aid eligibility, and students considering a course withdrawal that will change their enrollment status would be wise to consult with a Student Finance Advisor. Excessive course withdrawals will adversely impact a student's ability to make satisfactory academic progress.

Course Withdrawal/Athletic Eligibility

Dropping a course during the semester could have serious financial and athletic repercussions. Athletes must be enrolled in 12 credits in order to be eligible to play in any sport. Athletes who are considering dropping a course are encouraged to discuss such a move with their coaches to make sure that eligibility and financial integrity are preserved.

Leaves of Absence

Leaves of Absence are granted for a maximum of 1 year. Students who take a leave of absence for reasons other than medical or other family emergency (such as a death in the immediate family) may have their housing privileges relinquished. Students who fail to return from an approved leave of absence will be withdrawn from the University. Students who take a leave of absence without approval from the CAO will be withdrawn from the University. Only students who are degree-seeking, have completed at least one semester of study, and have maintained a minimum grade point average of 2.5 are eligible to apply for a Leave of Absence.

Please note: Students who request a leave of absence in the middle of a semester, will be withdrawn from the courses for which they are registered and will receive a permanent "W" on their transcript for each class, and may result in serious financial consequences.

Resuming Studies

Students who wish to resume their degree program studies after a period of non-attendance (either after Withdrawal from the University or from an official Leave of Absence) must file a *Petition to Resume*. Upon approval of the following departments: Student Finance, Admissions and the CAO.

Students in good standing will be allowed to resume as degree-seeking students. Students who are not in good standing may petition for a probationary resume. Students granted a probationary resume will be removed from probation upon successful fulfillment of the terms of probation, while those who do not fulfill those terms will be subject to dismissal.

Students who have been inactive for more than two semesters must also complete a new application and enrollment agreement. These students will be responsible registration fee. The resume process should be started at least one month prior to the first day of the semester in which the student plans to return. Resuming students are subject to the terms and conditions in effect at the time of their return.

Changing Programs

Occasionally students find that their educational or professional goals have changed, and that a

different field of study is better suited for their future success. Students may change their program of study when registering for a new term. Students on probation must have approval from the CAO's Office prior to changing programs. Students will be required to sign an enrollment agreement applicable to the new program and will be subject to the University tuition and refund policies in effect at the time of the change.

Program changes can often result in a delayed graduation and may affect financial aid eligibility. It is strongly recommended that aid recipients consult with a Financial Office prior to making the decision to change programs. Credit earned for courses that are common to both the old and the new programs will apply toward the new program. Students should meet with an Academic Advisor to review applicable credit.

Withdrawing from the College

Students who wish to withdraw from the University must notify the Office of the Registrar in writing. Students who elect to withdraw from the University may be entitled to a refund of tuition and fees. The effective date for determining a refund is the date when the Office of the Registrar receives the student's written notification of withdrawal. Students may not attend any class after that time.

Except under extraordinary circumstances, enrolled students who do not submit a letter of withdrawal to the Office of the Registrar will not receive a refund for the semester. They will also be held liable for all unpaid tuition and fees incurred while attending University.

At the beginning of each semester, the Office of the Registrar will officially withdraw students who fail to meet the ongoing enrollment requirements described above.

Dismissal

The University reserves the right to suspend or dismiss any student when it believes that such action is in the best interest of the institution and/or the student. This action will take place only after careful consideration with the student in question and all other parties with information pertinent to the matter at hand.