Withdrawal

A student who wishes to withdraw from the University after completing registration for a semester must secure the dean's acknowledgement. Following withdrawal, students are required to meet with the appropriate school/college academic advisor or other designated individual before the first class day of the semester for which they plan to re-enroll. A student who is a minor must present a written statement from a parent, guardian, or sponsor indicating that the responsible person knows of the student's intent to withdraw. In addition, international students must have permission from the International Office to withdraw.

The dean's signed acknowledgement to withdraw must be submitted to the registrar, where the student may request a refund of tuition, if eligible. Note that tuition refunds are strictly limited according to University policy as described at the following page: Tuition Adjustments. No refund will be made to anyone other than the payer, except on the payer's written order.

After the last day for withdrawing (approximately mid-semester), an undergraduate student may petition for withdrawal only for urgent, substantiated, nonacademic reasons. Withdrawal by an undergraduate student on academic warning may affect the student's academic standing. Information about academic warning and dismissal is given in Academic Warning and Dismissal.

A graduate student in good standing may withdraw with the acknowledgement of the graduate dean through the last class day of the semester. A graduate student who is in warning status may not withdraw without the recommendation of the graduate advisor and the acknowledgement of the graduate dean.

Withdrawal for military service

A student who withdraws as a result of being called to required military service may choose (1) to receive a refund of tuition for the semester; (2) if eligible, to be assigned an incomplete (symbol X) in each course as described in Symbol X: Temporary Delay in Reporting the Final Class Grade; or (3) at the instructor's discretion, to receive a final grade in courses where the student has completed a substantial amount of coursework and has demonstrated sufficient mastery of the course material. Policies affecting students who are absent for military service but do not withdraw are given below.

Medical withdrawal

After the last day for withdrawing, a student who has an urgent, substantiated, and significant medical or mental health condition which impacts the student's academic functioning may be withdrawn from the University as of the date, and under the conditions, specified at the time of the withdrawal. Note that tuition refunds are strictly limited according to University policy as described at the following page: Tuition Adjustments.

A student must request a medical withdrawal from UHS/CMHC by the last class day. Forms must be returned to UHS/CMHC before the first day of final exams. A student who requests medical withdrawal must submit copies of medical records from each medical and mental health care provider treating the condition. The medical records must include the date of onset of the illness or injury, dates of care, and diagnosis and prognosis. If the withdrawal is approved, the registrar and other appropriate officials will be notified. Specific information about the medical withdrawal process is available at the University Health Services website.