

Graduate Withdrawals Policy

(Approved 4/19/2022)

Cancellation of Registration or Withdrawal from the Institution

Students who find it necessary to cancel their registration or to withdraw from all classes after enrolling for any academic term are required to follow the university's official withdrawal procedures. **Failure to follow formal university procedures may result in an obligation to pay fees as well as the assignment of failing grades in all courses and the need to apply for readmission before being permitted to enroll in another academic term.** Information on canceling registration and withdrawal procedures is available from Admissions and Records.

For instructions on what signatures are required please read the Late Change in Academic Schedule for Graduate Students: Instructions page on the Late Change form.

Students who receive financial aid funds must consult with the Financial Aid and Scholarship Department prior to withdrawing from the university regarding any required return or repayment of grant or loan assistance received for that academic term or payment period. Students who have received financial aid and withdraw from the institution during the academic term or payment period may need to return or repay some or all of the funds received, which may result in a debt owed to the institution.

Medical Withdrawals

A medical withdrawal usually constitutes complete withdrawal from the university for the academic period in question. Requests for complete medical withdrawals should be submitted as soon as possible after the medical condition impairs the student's ability to complete the coursework for which the student is registered.

In cases of severe illness, the student is advised to provide written permission for a representative or, if mentally incapacitated, a student's legal representative to request a withdrawal on the student's behalf.

Requests for conditions or circumstances that arise during the final three weeks of instruction, or thereafter, will only be considered in cases of severe illness or injury.

Where medical evidence and the physical demands of a class overwhelmingly support withdrawal from only a portion of a student's program of study, partial medical

withdrawals will be permitted when there is a clear link between the class and the medical condition.

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Petitions requesting retroactive withdrawals beyond one year after the conclusion of the semester for which the withdrawal is requested will not be considered.