

# University Withdrawals

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A University withdrawal is when a student decides to leave the University after the fifth day of classes in a fall or spring semester (second day of classes in summer sessions). Beginning the sixth day of class these semesters (third day of classes for summer sessions), students must complete an exit process in order to properly withdraw from the University.

It is the responsibility of undergraduate students withdrawing from all courses to contact the Office of Student Retention to begin the withdrawal process. According to the tuition refund schedule, a student may be entitled to some refund of tuition at the time of withdrawal.

Notice to instructors or other University offices of withdrawal does not cancel registration or financial obligations. Withdrawal without proper notice may result in a grade of F in all courses for the semester and responsibility for full payment.

Undergraduate students who properly withdraw from the University will keep the academic standing they have at the time of their University Withdrawal.

The official withdrawal date is determined by the student's contact with the Office of Student Retention. If the student fails to make this contact and simply stops attending classes, tuition, fees, meal plans and other applicable charges will not be adjusted on the student's account. Lack of proper withdrawal may also result in financial aid credits be reversed according to federal regulations, leaving students with a larger financial liability if they do not withdraw properly.

Dropping a class or classes is not considered a withdrawal. The term withdrawal refers to dropping all classes after the fifth day of classes and leaving the University for that semester. For information about dropping a class, please refer to the Office of the Registrar.