
OFFICIAL AND UNOFFICIAL WITHDRAWAL POLICY

DEFINITIONS

Official Withdrawal

An official withdrawal refers to an action taken by a student to discontinue enrollment. The student completes a withdrawal form with an Integrated Services Officer or in the Registrar's Office within the period established by the academic calendar. The withdrawal date will be effective when all forms are signed, completed and returned to an Integrated Services Officer or the Registrar's Office. The effective date of the withdrawal will determine the student's tuition liability due or the refund due to the student. The course(s) is(are) noted on the transcript with a grade of W, and will be considered attempted but not earned credits.

1. **Partial Withdrawal** - when a student officially withdraws from one or various courses, but remains enrolled in at least one course. The student's academic file will reflect a withdrawal (W) grade.
2. **Total Withdrawal** – when a student officially withdraws from all courses. The student's academic file will reflect a withdrawal (W) grade.
3. **Administrative Withdrawal**- the Institution reserves the right to partially or totally withdraw a student; temporarily, by a decision of the Disciplinary Board or other Institutional Committee. The student's academic file will reflect a withdrawal (W) as a grade. The Institution can administratively withdraw a student for various reasons:
 - a. Health risk to other students or other people.
 - b. Refusal to obey the norms and regulations or cause a serious offense
 - c. Identified with an academic suspension status
 - d. Failure to comply with the payment agreement in accordance with the current fiscal year
 - e. Student's death – the Registrar's Office will review and verify the student's documents as soon as a copy of the Death Certificate is received. Furthermore, the student's inactivity will be entered into the system, and will send a notification to the Treasury's Office and Financial Aid.

Unofficial Withdrawal

An unofficial withdrawal refers to a student who fails to attend or ceases to attend to one or more courses without requesting an official withdrawal from University. The withdrawal determination date for students who do not officially withdraw is the last day of the academic term. The course or courses will be considered attempted credits but not earned. For federal financial aid purposes, it will be assumed that the student unofficially withdrew at the midpoint of the term.

WITHDRAWALS METHODS

The University allows students to withdraw from a course, session or term in the following manner: in person, by fax, submitting a signed and completed Withdrawal Application Form to the Integrated Services Office or the Registrar's Office by the established deadline in the academic calendar. Forms are processed upon receipt. Any forms faxed after business hours, during weekends or holidays will be processed the following business day.

Total or partial withdrawals are allowed during a regular semester, part-of term, or summer session as specified in the academic calendar. The student's academic file will reflect a withdrawal (W) grade.

CHANGES IN THE STUDENT'S STATUS

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

SPECIAL PROGRAM PARTICIPATION

1. **Veteran's benefits:** students receiving veteran's benefits must notify the VA Certifying Official on campus when partially or fully withdrawing from the University.
2. **Student Visa holders (F-1):** students are responsible to comply with Immigration laws and regulations (USCIS) and must notify the designated School Office on campus when partially or fully withdrawing from the University.