

REGISTRAR'S OFFICE

OFFICIAL & UNOFFICIAL WITHDRAWAL POLICY

DEFINITIONS

Official Withdrawal

An Official Withdrawal is the action taken by a student to discontinue their studies in the University. 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. A student that is officially registered, and meets all the required procedures for withdrawal, will receive a withdrawal (W) grade.

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 students who does not assist to one or more courses without requesting an official withdrawal from the Integrated Services Office or the Registrar's Office. The withdrawal date, for those who do not meet the withdrawal request process, is the last day of the academic term. The course or courses will be considered attempted credits but not earned. Any student, who fails to complete the required procedure for dropping a course before the established date will receive a withdrawal failure (WF).

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. 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.

Students can process a total or partial withdrawal at any moment, in or before the deadline established in the academic calendar of the semester, part-of-term or summer session. 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.