

# Withdrawals

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If an enrolled graduate student wishes to withdraw from the University, dropping all courses and leaving campus, he or she must comply with the withdrawal process described below. Withdrawal covers all course enrollments for a given registration period regardless of their meeting schedule. The policy for dropping an individual course is described elsewhere in the *Catalog* (see Change of Registration (Drop/Add).

Whether the student attends the School of Business or the College of Arts and Sciences, they are required to notify their respective graduate support representative of their intent to withdraw.

## Official Graduate Student Withdrawal Procedures

1. The student must complete the withdrawal process at least two weeks prior to the last day of classes in a semester. Students may not withdraw during the last two weeks of a semester.
2. The withdrawal process is initiated in the office of the graduate program in which the student is enrolled. The Dean of the College or School in which the student is enrolled must approve it.
3. Graduate students receiving any type of University-administered financial aid (including scholarships, loans, or grants) must present the Withdrawal Form (<https://www.stetson.edu/administration/registrar/media/Withdrawal%20Form%20-%20Updated%20May2023.pdf>) to the Office of Financial Aid (Rinker Welcome Center) for information and a signature. **Note:** If a student receives any federal and/or state need-based aid and withdraws prior to the completion of 60% of a term, the Office of Financial Aid is required to perform federal return of Title IV funds calculation. After this calculation is completed, most students will owe a balance to the University since some federal and state aid typically has to be returned due to a student's failure to complete the term.
4. Graduate students living on campus in any type of University housing must present the Withdrawal Form (<https://www.stetson.edu/administration/registrar/media/Withdrawal%20Form%20-%20Updated%20May2023.pdf>) to the Office of Residential Living and Learning for information and signature.
5. The Withdrawal Form ([https://catalog.stetson.edu/graduate/student-policy/withdrawals/Withdrawal\\_Form\\_-\\_Updated\\_May2023.pdf](https://catalog.stetson.edu/graduate/student-policy/withdrawals/Withdrawal_Form_-_Updated_May2023.pdf)) must be returned to the respective Graduate Office in which the student is enrolled to complete the withdrawal process. Once initiated, the withdrawal process must be completed within seven calendar days. No Withdrawal Forms will be accepted after 4:30 p.m. on the last day to officially withdraw during that semester.
6. When a student completes the withdrawal process, it will be recorded on the permanent academic record as follows:
  - a. If completed before the mid-term withdrawal date (see the Academic Calendar for a specific date), a grade of W will be assigned for each course. No credit is earned, and the grade point average is not affected.
  - b. If completed after the mid-term withdrawal date, a grade of WP or WF will be assigned for each course according to the instructor's evaluation of the student's performance to that point. WFs are treated as credits attempted, and grade point average is affected.
7. Withdrawal affects all courses in a term of enrollment. To drop a single course, including a special format course beginning later in a semester, a graduate student would follow the drop policy, gaining approval from the graduate office and the Dean. Students receiving financial aid must consult with the Office of Financial Aid before completing a drop. There may be financial consequences for failure to maintain at least half-time enrollment (three credits for graduate students).
8. For more information on course drop dates, please refer to the program-specific academic calendar on the Registrar's Academic Calendar website (<https://www.stetson.edu/administration/registrar/academic-calendars.php>).

## Medical Withdrawal

Students seeking a medical withdrawal should contact the Dean of Students Office, CUB 205, which serves as the administrator of medical withdrawals for all students. Students must provide signed documentation from a medical or mental health care provider of continued care and the need for a medical withdrawal. This documentation is subject to the approval of the Dean of Students. Students who are granted medical withdrawal will receive a grade of "W" assigned for each course. No credit is earned, and the grade point average is not affected. Medical withdrawal has a specific student account balance impact, stated here under "medical withdrawal." The medical withdrawal packet is available in the Dean of Students Office (CUB 205) or available online.

## Two documents are needed for Medical Withdrawal

1. A Withdrawal Form from the Registrar's Forms Page (<https://www.stetson.edu/administration/registrar/forms.php>)
2. Documentation signed and from a medical or mental health care provider outlining the need for Medical Withdrawal.

Except in unusual circumstances, the decision will ordinarily be communicated within 7 business days.

## Returning From Medical Withdrawal

Individuals wishing to return to Stetson University following a medical withdrawal must submit a re-entry form which can be found here:

<https://www.stetson.edu/administration/admissions/apply> (<https://www.stetson.edu/administration/admissions/apply/#reentry>)

In addition, the student requesting to return from a Medical Withdrawal, must submit documentation from a medical or mental health care provider outlining the treatment received while away from the university including an assessment of readiness to return to Stetson. This information is subject to approval by the Dean of Students. The decision regarding re-entry will be based on an individualized assessment of the student's readiness to resume studies and be a successful member of the campus community, with or without a reasonable accommodation. If re-entry is granted following a medical withdrawal, students may be subject to specific, personalized conditions of return, including, but not limited to, a behavioral agreement. Requests for re-entry should be submitted no less than two weeks prior to the start of the semester for which the student is seeking re-entry. Except for unusual circumstances, the decision will ordinarily be communicated within 7 business days.

## **Appeal of Medical Withdrawal Decisions**

Students may appeal a decision on a medical withdrawal or request for re-entry from medical withdrawal through the Vice President of Campus Life and Student Success who will hear and decide upon the appeal provided there is a legitimate basis for it. Not being satisfied with the result of the process is not sufficient grounds to appeal. Appeals must be on the grounds that one of the following has occurred: a) new information has been obtained, or b) it is believed the proper process was not followed. Appeal requests must be submitted by the student through e-mail within three (3) business days of delivery of the decision. A formal outcome letter will be sent to the student, except for unusual circumstances, within 7 business days. The decision will be final.