

Withdrawals

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)).

Students who leave the University without proper permission automatically suspend themselves and can be re-admitted only by special approval of the Dean of the appropriate College or School. A grade of F is recorded for all courses when a student leaves without prior approved withdrawal.

Medical Withdrawal

Students seeking a medical withdrawal should contact the office of the Vice President of Student Affairs, which serves as administrator of medical withdrawals for all 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 withdrawals have no effect on the student account balance other than the normal withdrawal policies stated under Student Withdrawal and Dropped Courses. The medical withdrawal packet is available in the office of the Vice President of Student Affairs, CUB 201.

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 (excluding summer term). 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 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 to the Office of the Vice President of Student Affairs (Carlton Union Building) for information and signature.
5. The Withdrawal Form must be returned to the office of the graduate program 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 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, except for post-baccalaureate students for whom the minimal academic load is at least six credits (three credits for M.S., M.Ed., and six credits for post-baccalaureate (post-bacc.) students).
8. Please review the information on Student Withdrawal and Dropped Courses (<http://catalog.stetson.edu/graduate/general-information/financial-information/>) (bottom of the page) elsewhere in this catalog for additional information.