

Withdrawal from a Program

As noted in the Graduate bulletin:

1. *Withdrawal:* Graduate students who withdraw from the University at the end of the session should notify the Office of Graduate Admissions and their department chairs in writing.

Students who drop all courses for which they have registered withdraw from the University for the session.

A graduate student who withdraws officially from coursework within the first nine weeks of a regular session may do so and receive grades *W* (Withdrawn). Students may not withdraw after the prescribed date unless their withdrawals are approved by the Dean of Graduate Studies, in which case they receive grades of *W*.

A student who withdraws from a course prior to the end of the program adjustment period shall have the course registration deleted from his/her record.

A student who withdraws from a course during the program adjustment period and substitutes that course with another course registration will have the dropped course deleted from his/her academic record.

2. *Medical Withdrawal:* A graduate student, or where appropriate the student's legal guardian or authorized representative, may initiate the medical withdrawal process by presenting information about a disabling medical condition to the Office of Graduate Studies. A medical withdrawal process may additionally be initiated at the University Health Center, University Counseling Center, or the Office of the Vice President of Student Affairs.

Supporting medical documentation for a medical withdrawal will be transferred and stored in the student's medical record in the University Health Center or University Counseling Center, along with the documentation of the withdrawal. At the time of withdrawal the student will be informed in writing of the requirements for reentry.

Should the University officer reviewing the request for medical withdrawal have questions about the conditions or circumstances, the situation will be referred to the Health or Counseling Center for review by the appropriate licensed practitioner.

Medical withdrawals effective on or before the mid-semester point may qualify the student for tuition and fees adjustment for the term of withdrawal. However, under current federal regulations, students who receive federal aid and who withdraw prior to the end of the semester, regardless of the reason for the withdrawal, may have some of the aid on their account returned to the federal program, and they may immediately owe repayment of a significant portion of aid they have received for off-campus expenses.

Students seeking reentry after a medical withdrawal must provide documentation of the reason for withdrawal, treatment outcome, and their preparedness to return to the University. This documentation will be provided to the University Health or Counseling Center by the student, physician, or other licensed health care practitioner or facility. The University's Health or Counseling Center reserves the right to make an independent evaluation of a student's readiness to return to the University.