

AUM Enrollment Management Withdrawal Policy Effective Spring 2012

Students who wish to completely withdraw from the university during a semester must do so officially by completing a withdrawal form and exit interview in the Registrar's Office. Students may not withdraw from all of their courses via Webster. Since time is of the essence for pro-rated refunds of tuition, it is important to complete and submit the form as soon as the decision to withdraw is made. Dropping or withdrawing from courses can have serious financial and academic implications, possibly affecting billing, financial aid, VA benefits, housing on campus, eligibility to participate in athletic events and, for international students, immigration status. Students are strongly encouraged to consult with their academic advisor and financial aid counselor before withdrawing.

A student who wishes to withdraw from the University may be eligible to receive a partial refund of fees based on the date the withdrawal paperwork is received in the Registrar's Office. The following rules apply to these situations:

- A student may not withdraw from any courses if there is a Cashier's Hold. Arrangements need to be made with the Cashier's Office for payment of outstanding balance.
- A student who withdraws from the University will have *all* courses from the semester withdrawn; the withdrawals will be recorded on the academic record as a grade of "W."
- Financial Aid recipients who completely withdraw from all courses or cease to attend all courses prior to completing at least 60% of the term, may be subject to repay a prorated amount of the federal financial aid received for the term.
- Complete withdrawal from all classes after the term start date will result in tuition charges according to the published University refund dates.
- Courses in which a grade of "F" has been or will be assigned due to violations of the Academic Honesty policy may not be withdrawn or dropped under any circumstance; such grades will remain as part of the official record.
- Withdrawal from the University is only permitted before the Last Day to Drop/Resign Classes.
- Retroactive withdrawal may be granted in extraordinary circumstances, with appropriate documentation, if the student is unable to complete classes or contact the university to initiate a withdrawal. A student who suffers a hardship should carefully consider whether withdrawing from the university is an appropriate option as detailed in this policy. Students who complete the semester after suffering a hardship will not be granted a retroactive withdrawal. Furthermore, students will not be considered for a retroactive withdrawal if they have received a grade of Incomplete for the appealed semester as part of an agreement with the faculty member to complete the required work, as such an agreement is an appropriate means for providing flexibility in case of hardship.
- A student who discontinues attending class without an official withdrawal will receive a failing grade in all courses concerned.