

Policy: Leaving the University	Issued: 11/26/07 (reformatted)	Revised:	Page 1 of 2
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A student is considered in attendance until he or she has formally notified the University in person or in writing of his or her withdrawal. Permission to withdraw from the University is granted by the Assistant Dean for Academic Affairs of the School of Pharmacy and Health Professions. This is required as a condition of honorable dismissal. A withdrawal card complete with all of the necessary clearances is sent to the Business Office where it will be countersigned and transferred to the Registrar. The policy of considering a student as withdrawn from the University after two consecutive weeks of unexplained absence in no way is to be interpreted as allowing withdrawal without formally notifying the Assistant Dean for Academic Affairs in person or in writing of the withdrawal. A student withdrawing from the University during any semester or summer session before the final examinations, forfeits credit for work done in that term. Students who withdraw with permission of the Assistant Dean for Academic Affairs receive a W on their official record; those who withdraw without permission of the Assistant Dean for Academic Affairs receive a WF for all courses (failure because of unauthorized withdrawal). Students who have decided to withdraw from school and plan to return within the following year may wish to consider a leave of absence (see below).

Refunds

Traditional students withdrawing before the end of a semester will be charged tuition and recurring fees on the following basis:

Period of attendance from date of enrollment¹	Percent of the session rate to be charged
During the first week	10%
During the second week	20%
During the third week	40%
During the fourth week	60%
During the fifth week	80%
Over five weeks	100%

Traditional students withdrawing before the end of a **summer** semester will be charged tuition and recurring fees on the following basis:

Period of attendance from date of enrollment¹	Percent of the session rate to be charged
One or two class days	10%
Three through seven class days	40%
Eight through twelve class days	80%
Over twelve class days	100%
During the fifth week	80%
Over five weeks	100%

¹ Non-recurring, penalty, and special service fees include University fee, late payment, special examination/ evaluation, challenge examination, and recording.

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Refunds of room rent for withdrawals will be on the same basis as refunds of tuition.

Non-recurring fees, the application fee, the registration fee, and penalty fees will be charged in full, regardless of the period of attendance.

Full-time traditional students who drop courses after the last day for late registration but remain full-time (12 or more credit hours) receive no refund. Students assessed tuition on a per credit hour basis, including part-time students, graduate students and students in a summer session, will be charged for courses dropped in accordance with the schedule applicable in the event of total withdrawal.

A traditional student will be considered as having withdrawn from the University after two consecutive weeks of unexplained absence. However, this policy is not to be considered as revoking the regulation which requires a student to notify the Assistant Dean for Academic Affairs in person or in writing of his/her withdrawal. Refunds are made to the student on the basis of the date he/she has formally notified the Assistant Dean for Academic Affairs in person or in writing of his/her withdrawal.