School of Pharmacy and Health Professions   **Creighton University**

Policy: Administrative **Leaving the University**	*Issued:* 11/26/07 (reformatted)	*Revised:* **2/24/22**	*Page 1 of 2*

A student is considered in attendance until they have formally notified the University in person or in writing of their withdrawal. Permission to withdraw from the University is granted by the Assistant/Associate Dean for Academic Affairs of the School of Pharmacy and Health Professions. This is required as a condition of honorable withdrawal. A withdrawal letter complete with all of the necessary clearances is sent electronically to all offices including the Business Office and the Registrar's Office.

Students will be considered as having withdrawn from the University after two consecutive weeks of unexplained absence.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/Associate Dean for Academic Affairs in person or in writing of their withdrawal. **Refunds are made to the student on the basis of the date they formally notified the Assistant/Associate Dean for Academic Affairs in person or in writing of their withdrawal.**

A student withdrawing from the University during any semester before the final examinations forfeits credit for work done in that term. Students who withdraw with permission of the Assistant/Associate Dean for Academic Affairs receive "W" on their official record; those who withdraw without permission of the Assistant/Associate Dean for Academic Affairs receive "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 Temporary Withdrawal.

Refunds

Refunds are determined in accordance with the University's Refund Policy.

Approved by the Bylaws, Policies, and Procedures Review Committee on 1/24/22
Approved by the Administrative Committee on 2/24/22