

ABSENCES AND WITHDRAWALS

Policy Number: A.02.05

SCOPE

All Undergraduate Students.

PURPOSE

To explain the policy regarding absences from class and University withdrawal.

POLICY/PROCEDURE

01. Absence from Class

The University expects all students to be regular and punctual in class attendance. Frequent unexplained absences may result in a student being administratively withdrawn from the course or in a grade reduction or failing grade, at the discretion of the faculty member, in accordance with the faculty member's attendance policy included on the course syllabus.

02. Withdrawal from the University

At any time a student may officially withdraw from the University by completing the appropriate form from the Registrar's Office, whereupon a "withdrawn from the University" will appear on his or her transcript for that semester. Financial aid recipients must also notify the Office of Scholarships and Financial Aid. Students receiving veterans benefits must notify the Registrar.

As with dropping an individual course, failure of a student to withdraw officially can result in the awarding of "F" grades.

Students are strongly encouraged to consult with their advisors prior to any type of withdrawal. A student who has withdrawn from the University must contact the Admissions Office regarding readmission.

03. Medical Withdrawals

Students wishing to secure a medical withdrawal must submit a hard-copy doctor's note on official letterhead indicating the diagnosis, length of time under the doctor's care, and the doctor's recommendation. The student must also submit a personal request to withdraw for medical reasons. This may be done using an Add/Drop form or personal letter. All documentation must be submitted to the Registrar no later than the last day of classes for the applicable term.

Refunds will be considered on an individual basis for those students who stopped attending classes *before* October 1 for the fall semester and March 1 for the spring semester. Because the summer term has multiple sessions with different start/end dates, refunds for classes taken in those sessions will be at the discretion of the Registrar. Medical withdrawals may be made after these deadlines with a grade of "W," but no refunds will be granted.

The Office of Scholarships and Financial Aid will follow federal guidelines in determining refund procedures for all federal programs. Institutional and State Aid that was applied to any

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tuition charge will be reviewed on a case by case basis and will be subject to reduction and/or cancellation prior to any tuition refund being issued.

All medical withdrawals must be given for all courses in which the student is enrolled. No partial withdrawal will be allowed. Students who have secured a medical withdrawal may not return to the University without their doctor's written approval.

APPROVED: Dr. Robert Ivany

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