

# Withdrawal from University

## AA\_AS\_RE\_30

Responsible Officer  
Jeremy Pattisall  
Responsible Office  
Registrar  
Approving Body  
Board of Trustees  
Approval Date  
2019-09  
Re-evaluation Date  
2021

### Policy Statement

Any student withdrawing from the University for any reason must communicate in person, by phone, or by email with his/her Advisor.

### Policy Procedures

In addition, main campus students must communicate with the Dean of Campus and Spiritual Life before an acceptable withdrawal can be processed. Students must complete the Withdrawal from the University Form and submit it to the Academic Services Office. Failure to complete and submit the form will result in a \$25.00 fine. Upon completion and submission of the form, the fine will be waived from the student's record. Appropriate communication with all aforementioned offices will ensure accurate academic and financial records.

If a student's attitude or conduct does not conform to the student handbook, the University reserves the right to request withdrawal. The same holds true if the student demonstrates that he/she is unsuited to the work of the University because of inability to maintain a satisfactory academic progress standard. The University reserves the right to administratively withdraw a student from the university in situations that the university deems necessary. Grades and financial obligations are computed as of the day of withdrawal (e.g. withdrawn during withdrawal without academic penalty period, withdrawal during drop/add, withdrawal with academic penalty). A complete refund schedule is included on the Schedule of Fees, which is available in the Student Accounts Office or on the Carolina University website, [carolinau.edu](http://carolinau.edu). Withdrawal from all courses in a term will result in a student being marked as withdrawn from the University. A request to withdraw from the University after the last day to withdraw with academic penalty will result in the student receiving a failing grade for the courses in which he/she is enrolled. The withdrawal also may result in the return of Title IV funding.

Withdrawal from a semester or lack of enrollment for a semester does not invalidate a student's status as a continuing student as long as he/she notifies the Registrar or Advisor of his/her intent to continue and/or register for the next available session/semester. Please note that withdrawing from one semester and not attending the subsequent semester constitutes an absence of two consecutive semesters, which triggers the need for a Returning Student's Readmission Process.

**Medical Withdrawal** In the case a student must withdraw from the university due to medical reasons, with appropriate documentation provided from a board-certified physician, a student may be medically withdrawn from the University. A medical withdrawal will only apply for students who are withdrawing from the University, not withdrawing from a course. If the student were to medically withdraw after the add/drop period, the grade for the course would be a "W." The withdrawal also may result in the return of Title IV funding.

**Military Withdrawal** In the case a student must withdraw from the University due to military deployment, a call to active duty, required specialized training, or natural disaster response deployment, a student may be granted a military withdrawal. The student or a family member must submit the request to the Office of Academic Services within one week of the student's official notification from the government with appropriate documentation to be considered. A student is entitled to a complete (100%) refund of tuition and fees for the term of a granted military withdrawal and all courses will be dropped from the transcript as a result of the military withdrawal. The student will be charged for all housing and meal plan expenses that have occurred. Additionally, due to the potential of the return of Title IV funding for a withdrawal, it is important for the student to consult with the Financial Aid Office. In the case a student desires to complete courses that are already in progress instead of withdrawing, special accommodations may be extended.

Potential completion of coursework may be discussed with instructors. Online completion may be an option. In addition, the student who has completed over 70 percent of the semester or session may receive credit and a grade by requesting to receive a final grade based upon the student's work in the course up to the date of deployment or activation. A student may receive a final grade by requesting to take an early final exam or submitting a final paper/project in order to determine a final course grade for the

student.

**Readmission after Military Deployment** When a student's deployment is complete, a student may request readmission to his/her prior academic program. To do this, he/she must submit the Readmission after Military Activation/ Deployment form along with a copy of his/her deployment papers or his/her most recent DD214 Form. Carolina University will provide priority readmission in this scenario. Re-entry into the student's program will be effective the next available semester or session. If a student requests admission to a new program of study, the student must submit a change of program request.