Official Withdrawal
An Official Withdrawal is granted to a matriculated student in good standing. An application is available in the Office of the Registrar. The application must be completed and signed during the mandatory exit interview with the Division Dean or Department Chair who then forwards it, for approval, to the Vice President for Academic Affairs.

The Time Policy stated in the Drop/Add section applies to Official Withdrawals that become effective on the date the Vice President for Academic Affairs signs the application.

A student denied a Leave-of-Absence must file an Official Withdrawal application. The Office of the Registrar will distribute copies of the application upon approval.

A student's permanent record will indicate an Unofficial Withdrawal if the above procedure is not followed.

Unofficial Withdrawal
1. Matriculated students who are denied a Leave-of-Absence and do not file an Official Withdrawal application are considered unofficially withdrawn.
2. Matriculated students who leave the University and do not file an Official Withdrawal application are considered unofficially withdrawn.
3. Matriculated students who fail to register for consecutive semesters are considered unofficially withdrawn.

Cohort Withdrawal Policy
Effective for the fall 2008 Semester, a new cohort withdrawal policy will be implemented. This policy is for all 7, 8, 10 week and Trimester programs, both on and off campus, and applies to both new and existing cohorts. Comprehensive fees and course/lab fees will *only* be refundable during the 100% withdrawal period. It is extremely important that students fill out all necessary withdrawal forms for forwarding to the Registrar's Office to be processed. The date the withdrawal is processed will determine the tuition refund percentage.

The new policy is as follows:
Withdrawal **before** the start of the second week of class = 100% Tuition Refund
Withdrawal **before** the start of the third week of class = 50% Tuition Refund
Withdrawal **after** the start of the third week of class = 0% Tuition Refund