Withdrawal from University
To withdraw from the University, students must follow steps listed below:

Official Withdrawal from the University
a. Obtain a withdrawal form from the Counseling Office.
b. Complete the form in consultation with a counselor in that office and obtain his/her signature on the form.
c. Follow instructions from counselor and or the form.

Administrative Withdrawal from the University
If a student, for some compelling reason (such as documented extreme personal difficulty or documented medical reason) requests to be administratively withdrawn from the University, then that student must follow the Administrative Withdrawal Procedure listed below:

Administrative Withdrawal from the University is rarely granted, but some students’ circumstances may require it. Approval for administrative withdrawal from the University is approved by the Provost and Vice President for Academic Affairs.
a. Students must submit in writing the request for administrative withdrawal from the University, along with documentation, to the appropriated academic dean. The request must state the reason(s) for the request and specify the semester to be withdrawn.
b. The dean submits his or her recommendation to the Provost and Vice President for Academic Affairs.
c. If the Provost and Vice President for Academic Affairs approve the request, then the student is reported to the Office of Registration and Records as “Administratively Withdrawn” and a grade of “WA” is assigned for all courses taken during that semester. The Provost and Vice President for Academic Affairs will also inform the student in writing of his/her decision.