



# Charles R. Drew University of Medicine and Science

"A Private University with a Public Mission"

**Division:** Academic Affairs  
**Department:** Registration and Records  
**Approved By:** COD, EMT

**Policy Number:**  
**Effective Date:** 2015-2016 Catalog  
**Page 1 of 2**

## Policy on University Withdrawal

**PURPOSE:** To define and clarify the University withdrawal process and its impact on federal financial aid funds.

### **POLICY:**

**Accountability:** Students, Program Directors, Department Chairs, Office of Registration & Records

**Applicability:** Any student wishing to withdraw from the Charles R. Drew University of Medicine and Science

### **POLICY ON UNIVERSITY WITHDRAWAL:**

Under exceptional and documented circumstances, a student may request a complete withdrawal from the University. If approved, the student will receive a grade of "W" for each course after the withdrawal date and before the last day of the term (see Academic Calendar). Questions about the academic impact of withdrawal should be directed to the Program Director or Department Chair.

Students who seek withdrawal from the University must complete the formal withdrawal process. A *University Withdrawal* form must be initiated by the student in the Office of Registration and Records and the process completed before leaving the University. This initiation of withdrawal in the Office of Registration and Records will serve as official notification that the student is withdrawing from the University. From this point, students will have 48 hours (2 business days) to rescind, in writing, the withdrawal request. After 48 hours (2 business days), the Office of Financial Aid & Scholarships will be notified to begin the withdrawal process. Once a student is withdrawn from the University, he/she will need to follow the readmission application procedure to apply for reentry. It is recommended that students review this policy prior to withdrawing from school.

Students who withdraw or drop all courses during a semester or fail to attend classes, will be withdrawn from the University using an Administrative Drop Form due to non-attendance, unless a Leave of Absence has been approved.

When a student who receives Federal Title IV financial aid withdraws from the University, the unearned portion of financial aid awards may be returned to Federal Title IV financial aid

programs. Charles R. Drew University returns any unearned portion of financial aid in accordance with Department of Education federal guidelines. See the Office of Financial Aid and Scholarships for more information.

Students who withdraw from the University and decide to return at a later date must reapply for admission under the degree requirements in effect at the time of readmission. See Readmission Policy.