WITHDRAWAL POLICIES AND PROCEDURES (REVISED in 2021)

A student wishing to withdraw from a course must do so online using MyUB. Students should always confirm the completion of their withdrawal by reviewing their schedule after submitting the withdrawal or by contacting the Office of Records and Registration. The responsibility for official withdrawal rests with the student. If a withdrawal is done prior to the end of the late registration and drop/add period, the course will not show on the student’s transcript. After that period, all withdrawals are indicated on the transcript by a W, and the student is considered to have been enrolled for that semester. No credit or tuition refund will be made unless such an official notice is submitted. The computation of any credit or refund is made from the date the formal notice of withdrawal is submitted to the Office of Records and Registration and not from the date the student stopped attending any class(es).

Students receiving any form of financial aid, including veterans’ benefits, should check with the Office of Financial Aid prior to withdrawing from any class. Withdrawal may affect the level of aid or eligibility for aid in current and future semesters.

Any student may withdraw from a course through the withdrawal deadline published in the academic calendar for that session. After the deadline for withdrawal, a student who believes that unanticipated extenuating circumstances—such as health problems or a change of employment—make a withdrawal necessary should submit a written appeal with supporting documentation to the appropriate academic dean. Prior to approving the request, the appropriate dean will confer with course instructors and provide details of the student’s circumstances on a need-to-know basis. Approval of such requests is not automatic, and some requests may not be granted. No student will be permitted to withdraw for any reason from a class during the last week of school prior to the beginning of the scheduled examination period.

In cases where a student seeks withdrawal from one or more courses due to extenuating circumstances, academic deans are strongly encouraged to connect the student with the Clinical Case Manager in the Office of Student Support. The Clinical Case Manager will collaborate with the student to identify resources, make referrals to other university services, and develop an appropriate plan for future success.

If a student has circumstances that prompt the student to withdraw from all courses in a given term, the student should not only communicate with the Office of Financial Aid, but also meet with an academic advisor and the Office of Student Support to develop a plan for future reentry and success.

Tuition Appeals are for students who are requesting a refund, credit, or balance waiver of their tuition charges due to extenuating circumstances that occurred during a given term. All grades received and recorded on the student’s transcript will not be affected by this process and will remain as part of the student’s academic record. For more information about tuition appeals, students should contact the Office of the Bursar.

The University does not cancel a student’s registration for nonpayment. If a student decides not to attend, the student must withdraw online using the MyUB portal. Students who use the online MyUB portal should be sure to check their schedule after withdrawing to determine if the withdrawal was processed as requested. If a student does not make payment in full or make payment arrangements with the Office of the Bursar by the established payment due dates, that student’s account will be charged a late payment fine.

OLD TEXT in UG, GR CATALOG:

A student wishing to withdraw from a course must do so online using MyUB. Students should always confirm the completion of their withdrawal by reviewing their schedule after submitting the withdrawal or by contacting the Office of Records and Registration. No credit or tuition refund will be made unless such an official notice is submitted. The computation of any credit or refund is made from the date the formal notice of withdrawal is submitted to the Office of Records and Registration and not from the date the student stopped attending any class(es).

The responsibility for official withdrawal rests with the student. If a withdrawal is done prior to the end of the late registration and drop/add period, the course will not show on the student’s transcript. After that period, all withdrawals are indicated on the transcript by a W, and the student is considered to have been enrolled for that semester.

Any student may withdraw from a course prior to the completion of 60 percent of a term (e.g., through the end of the ninth week of the fall or spring semester of a 15-week course, or through the fifth week of an eight-week summer session). After the deadline for withdrawal, a student who believes that unanticipated extenuating circumstances—such as health problems or a change of employment—make a withdrawal necessary should submit a written appeal with supporting documentation to the appropriate academic dean. Both the course instructor(s) and the appropriate dean must approve the request. Approval of such requests is not automatic, and some requests may not be granted. No student will be permitted to withdraw for any reason from a class during the last week of school prior to the beginning of the scheduled examination period.

Students receiving any form of financial aid, including veterans’ benefits, should check with the Office of Financial Aid prior to withdrawing from any class. Withdrawal may affect the level of aid or eligibility for aid in future semesters.

The University does not cancel a student’s registration for nonpayment. If a student decides not to attend, he or she must formally withdraw online using the MyUB portal. Students should be sure to check their schedule after withdrawing to determine if the withdrawal was processed as requested. If a student does not make payment in full or make payment arrangements with the Office of the Bursar by the established payment due dates, that student’s account will be charged a late payment fine