

Effective Date: 8-16-2012

Revised Date: 8-7-2017

## **School of Graduate Studies in the Health Sciences**

**DOCUMENT TYPE:** policy

**REVIEW PERIOD:** 3 years

**TITLE:** Program Withdrawal Policy

**PURPOSE:** To establish guidelines for withdrawal of a student from an academic degree program within the School of Graduate Studies.

**POLICY:** Registration in an academic program makes the student responsible for completion of the course of study or until, with the permission of the dean or designee, the student withdraws from the curriculum. Official withdrawal is facilitated by the dean or designee submitting official notice of withdrawal to the Offices of the Registrar, Student Financial Aid, and Student Accounting. Failure to officially withdraw will result in the recording of a failing grade in the course(s) in which the student is registered. An approved withdrawal, if completed on or before the last day specified in the academic calendar, will not be recorded on the student's record. Withdrawals authorized after this date will be recorded W unless the student has completed the course, in which case the final grade in the course will be recorded.

**SCOPE:** All SGSHS students.