

# Withdrawal Policy: Student-Initiated Withdrawal and Administrative Withdrawal

## *Student-Initiated Withdrawal*

Enrolled students who withdraw during a semester before the deadline to withdraw from a course with no penalty will receive a W for their courses. Students who withdraw after the deadline to withdraw from a course but before the end of the semester will receive a grade of F in each of their courses. See the Academic Calendar for specific dates.

Students who choose to withdraw from the college should contact the Assistant Dean of Graduate and Professional Studies and complete the Application for Withdrawal form. The last date of attendance will be set as the last day of class attended or the last day that the student received services from the college. In cases when a student is withdrawing at the end of a semester, the last date of attendance will be the last day of the final exam [period](#).

## *Administrative Withdrawal*

The college reserves the right to place students on an administrative suspension for academic, behavioral, financial, social or medical reasons. Students who are suspended from the college will be administratively withdrawn. Students who wish to return to the college should refer to the procedures below. In addition, the college can also dismiss students from Colby-Sawyer College. Such students will be administratively dismissed and may not be readmitted.

## *Unearned Military Tuition Assistance Policy For Department of Defense*

Return of Tuition Assistance: Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded.

To comply with the new Department of Defense policy, Colby-Sawyer College will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. These funds are returned to the military Service branch.

Instances when a Service member stops attending due to a military service obligation, the educational institution will work with the affected Service member to identify solutions that will not result in student debt for the returned portion.

### **Pro-Rated Schedule for Return of Military Tuition Assistance Funds**

#### **16 Weeks Course Withdraw Submitted (session 012)**

Prior to the start of class or during weeks 1-2	100%
During weeks 3-4	75%
During weeks 5-8	50%
During week 9 (60% course completed)	40%
During weeks 10-16	0

#### **15 Weeks Course Withdraw Submitted (sessions 001/011)**

Prior to the start of class or during weeks 1-2	100%
During weeks 3-4	90%
During weeks 5-6	75%

During weeks 7-8	50%
During week 9 (60% course completed)	40%
During weeks 10-15	0

### **8 Weeks (Sessions 201/202)**

Prior to the start of class or during week 1	100%
During weeks 2	75%
During weeks 3-4	50%
During week 5 (60% course completed)	40%
During weeks 6-8	0

## ***Procedures for Returning from a Withdrawal***

***Student-Initiated Withdrawal:*** A student who wants to re-enroll within one year of a student-initiated withdrawal must contact the Assistant Dean of Graduate and Professional Studies and/or academic advisor, registrar's office or the business office. Unless there are significant changes to their program, students who are away for less than one year may follow their original catalog. Please note that certain majors have outside accreditation requirements, returning students must meet the requirements stipulated by the accrediting body.

If you decide to return to the College after withdrawing, you will be billed at the current rates for your program.

Students in professional learning programs who want to return after being withdrawn from the college for over one academic must submit a written request for reinstatement to the Assistant Dean of Graduate and Professional Studies. Unless there are significant changes to their program, students may follow their original catalog. Please Note: If you have been gone for 5 years or more you must meet with the appropriate school dean to seek permission to allow older courses to still meet the degree requirements.

***Administrative Withdrawal:*** Students who are suspended are eligible to return to the college after a specified period of time. Students who plan to return to the college at the end of their suspension period must submit the appropriate documentation to the Office of Student Success and Retention and the Assistant Dean of Graduate and Professional Studies before being reinstated. Unless there are significant changes to their program, students may follow their original catalog.

Note: See section on Tuition for information regarding refunds upon withdrawal.