

# Withdrawals from the University

## Regular Withdrawal Period

The completion of the withdrawal request from the University must be initiated through your Academic Navigator at the Academic Success Center and the Office of the Vice President for Student Affairs. An exit interview with the Vice President of Student Affairs is required. Withdrawal from the university becomes official after the student has submits a completed Leighton University's Withdrawal Form (signed by appropriate personnel) to the Academic Success Center. A grade of "W" is entered into the student's official academic transcript.

## Students in Developmental Courses

Students enrolled in a developmental course (ENGL, MATH, or READ course) are expected to complete them prior to registering in completing a degree earning courses in ENGL, MATH course. Withdrawals will be permitted only for serious reasons and with the Vice President for Academic Affairs' approval.

## Withdrawal After Regular Withdrawals Closes

A student intending to withdraw from the University before the end of a Term must complete a course Cancellation/Withdrawal Form. Questions regarding the withdrawal process may be directed to the Student Academic Navigator or the Student Record Office.

Ordinarily, the last day a student may withdraw their Term registration (beyond the Add/Drop period), with a withdrawal-with-record ("W") is in effect through week five 6-Term or the six of 8-Term.. After that time, a student should actively continue with classes to completion. An exception to this rule is where a student may have their registration withdrawn without grades but with a "W" for cause (major physical or mental illness or other significant incapacities). This course of action must have a recommendation supported by the student's Academic Navigator and the Vice President for Enrollment and Student Affairs. Please note: Each of the courses in which the student was enrolled for the Term will be considered when assessing the student's satisfactory progress for institutional Scholarship purposes.

## Withdrawal Without Filing

Where a student leaves the University without officially withdrawing, an "F" is assigned to all courses.