

Withdrawal Policy

Official withdrawal forms must be completed by the student and submitted to the Program Director. The Program Director is required to sign the Official withdrawal form and submit it to the Registrar for final signature. The date of withdrawal listed on the form is considered the date of determination. The amount of tuition and fees to be charged for the student's enrollment into the program through the withdrawal date is determined by the Tuition Refund Policy.

Unofficial withdrawals can be made by the Program Director or School of Health Professions Registrar. The Program Director or Registrar reserves the right to withdraw the student from the program for Satisfactory Academic Progress (SAP), code of conduct violation, or violation of the attendance policy. The unofficial withdrawal will follow the same Tuition Refund Policy as the official withdrawal by the student. For official and unofficial withdrawals, the last date of attendance is used to determine the federal financial aid refund. The last date of attendance is recorded for all students that have withdrawn from any School of Health Professions program. The last date of attendance will be considered as the last date that the student actively participated in any required clock hour for the program. Reasonable attempts will be made by both the Program Director and the Registrar to acquire the student's signature on the unofficial withdrawal form. In the event the student's signature is unobtainable, the form will be noted as such.

Official and unofficial withdrawals are processed within 30 days of the date of withdrawal.