

# Academic Policies and Regulations: Withdrawals

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## Withdrawal from the College

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### Official Withdrawal from the College

Students who do not plan to remain enrolled at Albertus Magnus College must complete the Intent to Withdraw Form with the Office of the Registrar. Students should consult the Financial Aid and Bursar's Offices before filing the paperwork with the Office of the Registrar. If the form is filed before the last day of the add/drop period, all courses for the term will be dropped from the student's record at no penalty.

Students who file the Intent to Withdraw Form after the designated add/drop period will be charged for the tuition and fees for courses in which they were registered. Students planning to withdraw immediately will be withdrawn from their courses with either a W or a WP/WF based on the time in which they are requesting withdrawal.

When students indicate their plan to withdraw at the end of the semester/term in which they are enrolled no action will be taken until final grades have been recorded. Students should indicate their timeline for withdrawal properly when completing the form.

Students submitting an Intent to Withdraw from the College form for the end of the semester, but change their mind before the semester ends, must email the Office of the Registrar to rescind their withdrawal request in writing.

The date that the student begins the college's withdrawal process, or notifies the school of their intent to leave the program, is the Date of Determination (DOD). The last day of attendance is the last day the student attended class based on attendance records and is considered the withdrawal date. The Office of the Registrar uses this date to report enrollment status to the National Student Clearinghouse (NSC). NSC records this date to National Student Loan Database System (NSLDS). NSLDS is the national database of information about loans and grants awarded to students under Title IV of the Higher Education Act (HEA) of 1965, as amended.

### Unofficial Withdrawal from the College

When official written notification is not received from the student, the DOD will be the date that the college becomes aware the student has ceased attendance.

Any Albertus Magnus College employee who has been notified verbally or in writing that a student plans to stop attending class(es) or plans to withdraw from the college should notify the Office of the Registrar within 24 hours and provide any written correspondence from the student, if applicable. The DOD will be the date the student notifies the employee.

Students who have not attended any semester-long classes for 14 calendar days or mod. classes for 4 consecutive classes will be notified in writing by the Office of the Registrar and/or Division of Professional and Graduate Studies that they are being administratively withdrawn. They will have an opportunity to respond. Students who do not take action will be administratively withdrawn.

