

## **Academic Withdrawal from the University**

### **Academic Withdrawal**

All students who wish to leave the University during a semester must formally withdraw. A formal withdrawal is when students provide official notification to the Registrar's Office of their intent to withdraw. Simply not paying for classes or not attending does not constitute a formal withdrawal.

### **Students, including community college consortium students, must follow the steps below to formally withdraw from the University (Official Withdrawal).**

- To initiate a withdrawal from all classes, students may contact the Registrar's Office by calling (231) 591-2792. Students may also do so in person by going to the Timme Center for Student Services.
- The contact date of student notification will be the official withdrawal date; however, the Registrar's Office may choose to use the last documented date of attendance at an academically related activity if it more accurately reflects the student's withdrawal.
- Community college consortium students must contact the main campus Registrar's Office at (231) 591-2792 regardless of the number of Ferris hours they are enrolled in for a semester.
- Tuition, financial aid, and housing charges will be adjusted according to current University policies.

#### **Academic Record**

Students who officially withdraw on or after the first day of the semester, up to and including the fourth (4th) calendar day, or the approved last drop day of the semester for their course(s), will have no transcript record for that semester. After these time frames, a grade(s) of "W" or "WF" will appear on the transcript. The grade of "W" is issued when no more than 63% of a student's class(es) have been completed. The grade of "WF" is issued when 63% or more of a student's class(es) have been completed. A "W" grade is not computed in a student's cumulative grade point average (GPA); however, a "WF" grade has a grade point value of zero (0.00) and is used when computing the GPA.

### **Student fails to formally withdraw from the University due to circumstances beyond student's control, such as illness or grievous personal injury (Unofficial Withdrawal).**

If the Registrar's Office determines that a student did not begin the formal withdrawal process due to illness, accident, grievous personal loss, or other circumstances beyond the student's control, the withdrawal date will be determined by Registrar's Office of the documented circumstances.

#### **Academic Record**

The student's academic record will be treated the same as if they officially withdrew.

### **Student fails to formally withdraw from the University (Unofficial Withdrawal).**

If during the semester, the Registrar's Office determines a student has ceased attendance and did not follow the steps to formally withdraw, an unofficial withdrawal will be processed. The unofficial withdrawal date will be the midpoint of the semester, or in other words, the date at which 50% of the semester is completed. The Registrar's Office may choose to use the last documented date of attendance at an academically related activity if it more accurately reflects the student's withdrawal.

Any office within the University that becomes aware of a student not attending a scheduled class on a repetitive basis, must notify the Registrar's Office.

### **Academic Record**

Students who fail to formally withdraw from the University and whose withdrawal date is determined to be on or after the first day of the semester, up to and including the fourth (4th) calendar day, or the approved last drop day of the semester for their course(s), will have no transcript record for that semester. After these time frames, a grade(s) of “W” or “WF” will appear on the transcript. The grade of “W” is issued when no more than 63% of a student’s class(es) have been completed. The grade of “WF” is issued when 63% or more of a student’ class(es) have been completed. A “W” grade is not computed in a student’s cumulative grade point average (GPA); however, a “WF” grade has a grade point value of zero (0.00) and is used when computing the GPA.

### **Student fails to earn a passing grade in any of their classes (Unofficial Withdrawal).**

At the end of each semester, the Registrar’s Office will identify students receiving federal Title IV aid (e.g., Pell Grant, Supplemental Education Opportunity Grant, Perkins Loan, Direct Loans) who have not received any passing grades for the semester, but did not officially withdraw. Within 30 days from the end of the semester, an unofficial withdrawal will be processed and the unofficial withdrawal date will be the date at which 50% of the semester is completed. Students will be notified in writing of the unofficial withdrawal and will be allowed to appeal the determination within the indicated deadline. Future class schedules may be cancelled.

### **Academic Record**

The student will have “WF” grades for any classes from which they were not previously dropped or withdrawn. A “WF” grade has a grade point value of zero (0.00) and is used when computing the GPA.

### **To Cancel an Academic Withdrawal**

Within one week from the original withdrawal notification, the student must submit to the Registrar’s Office written correspondence of his or her intent to remain enrolled. If the student subsequently withdraws after canceling the withdrawal notification, the Academic Withdrawal date is the date the student first provided to the University; however, the Registrar’s Office may choose to document a last date of attendance based on an academically related activity.

### **Notice to Students:**

Students who completely withdraw from all classes in a semester and then wish to return to the University may need to reapply for admission after a break in enrollment, not including summer. When reapplying, a student may need to contact the Financial Aid Office to request reinstatement of his or her financial aid. Summer withdrawals will not affect a student’s fall class schedule and the student is not required to reapply for admission.

To remain in compliance with federal Title IV regulations, the University may change withdrawal policies without prior notification.