



## CHSU STUDENT WITHDRAWAL POLICY

### I. PURPOSE

Occasionally students decide to discontinue their studies at California Health Sciences University (“University”). All leaves where the student plans to return to the University before the end of the semester in which the student is currently enrolled will be governed by the Student Leaves of Absence Policy.

Students withdraw for many reasons including but not limited to work, recovering from illness, attending to personal business, to find their true academic direction etc. Because withdrawal affects a student’s status with the University, as well as the student’s access to various student services, this policy provides information on what students need to know to ensure they are following the official withdrawal process.

### II. DEFINITIONS

*Withdrawal:* A discontinuation of studies at the University at some time after the first-class session, or the seventh day after enrollment, whichever is later. Withdrawal must be from all courses in which the student is enrolled in at the time the student requests a withdrawal. A withdrawal must last, at a minimum, through the end of the semester in which the student is enrolled at the time the student seeks withdrawal.

### III. WITHDRAWAL PROCESS

Below are the steps students must follow to officially withdraw from the University:

Step 1: Prior to withdrawing, students are encouraged to meet with the Office of Student Affairs to seek individual guidance regarding all their options for a leave or including a possible withdrawal. Students should seek such guidance as far in advance of the planned withdrawal as possible. This step is important because a student’s withdrawal from the program may impact the student’s loans/grants/scholarships, tuition and fees, visa status, readmission, academic progression and health insurance. The Office of Student Affairs will be able to help the student prepare an individualized checklist such that the student can gather all the necessary information regarding these topics prior to making any final withdrawal decisions. At this meeting the Office of Student Affairs will provide the student with the official Withdrawal Form. Alternatively,



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students may also obtain the Withdrawal Form from the Office of the Registrar or the CHSU website.

Step 2: After meeting with all applicable departments, the student must sign and return the Withdrawal Form to the Office of Student Affairs. The Office of Student Affairs will review with the Dean of the College, the documentation provided by the student and the reason for the withdrawal.

Step 3: Upon the Dean's approval, students must submit the completed signed form to the Office of the Registrar. Incomplete Withdrawal Forms will be returned to the student for additional information. The withdrawal will be effective on the date the Office of the Registrar approves the form or the last day the student stops attending all classes, whichever is earlier.

The transcript notation for students who withdraw from the University will have "Withdrawn" and the effective date of the withdrawal recorded on the transcript.

After a withdrawal is approved by the Office of the Registrar, the Office of the Registrar will send a letter to the student confirming the withdrawal. The letter also will include any information relevant to the student regarding the student's future attendance at the University, which may be determined on a case-by-case basis.

Withdrawal may be effectuated by the students written notice, or the student's conduct including, but not necessarily limited to, a student's lack of attendance or verbal notice. Students not completing the Withdrawal Form, who stop attending all courses will be considered administratively withdrawn for purposes of any tuition refund calculations under the Tuition Refund Policy. As soon as the University learns of the student's lack of attendance at the University, the Office of the Registrar will send a confirming letter to the student explaining that the student will be considered administratively withdrawn by the University unless the student contacts the Office of Student Affairs and indicates that the student did not intend to withdraw from the University, within ten (10) calendar days following the University's sending of the letter via email and mail.

Step : Any refunds that the student is entitled to following a withdrawal will be governed by the Tuition Refund Policy.

#### **IV. IMPACT OF WITHDRAWAL ON GRADES DURING DIDACTIC CURRICULUM**

Students withdrawing from didactic courses will have a Withdrawal ("W") mark recorded on the



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official transcript for all uncompleted courses remaining during the specific semester requested. These marks will remain on the official transcript. If a student applies for readmission to the program, the student will be required to retake any course required to satisfy degree requirements.

Students in the College of Pharmacy program withdrawing during the week of final examinations: will receive a Withdrawal Pass (“WP”) or Withdrawal Fail (“WF”) depending on whether the student was passing or failing the didactic course at the time of their withdrawal.

Students withdrawing after final examinations: If a student withdraws following all final exams, only withdrawal for the upcoming semester is possible and shall not impact the student’s final grades in the semester which the student took final exams.

### **V. IMPACT OF WITHDRAWAL ON GRADES DURING EXPERIENTIAL/CLINICAL CURRICULUM**

Students withdrawing from CHSU will have a Withdrawn “W” mark recorded on the official transcript. The “W” mark will remain on the transcript. If a student reapplies for readmission to the program, the student will be required to complete any clinical requirements remaining for degree completion.

Students in the College of Pharmacy program withdrawing from CHSU who are either passing or failing the experiential rotation at the time of withdrawal will have a Withdrawn Passing “WP” or Withdrawn Failing “WF” mark recorded on the official transcript.

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- Policy Owner: Provost
  - Effective Date: 11/18/19
  - Revised Date: 7/14/2022
  - Approval by Provost Date: 7/14/2022
  - Approval by President Date: 7/14/2022