

A student who intends to drop all of their courses and withdraw from the University before a session or term is finished should have knowledge of the following information:

Q: *How does a student withdraw from the University?*

A: Any student who wishes to withdraw from the University must complete and submit the Withdraw form through their GullNet account under the Main Menu.

Q: *Is there a deadline to request a withdrawal from the University?*

A: The deadline date to withdraw for each session or term is 5:00 PM on the second to the last day of classes. However, students who withdraw for any reason after the Friday of the mid-point of the session or term will receive grades of WP or WF to denote their grade status at the time of their withdrawal.

A student cannot withdraw if a final examination has been taken.

Requests to retroactively withdraw after the last day of classes and up to two weeks after the end of the term, will only be considered with documentation of extenuating circumstances that significantly impaired the student's ability to complete the semester and officially withdraw by the established deadlines. Such circumstances include, but are not limited to, medical or psychological causes.

Q: *When is it appropriate to request a withdrawal for medical reasons?*

A: A medical withdrawal is designed for students who experience the onset of acute or chronic medical conditions, serious illness, or injury that prevents continuing his or her classes, and incompletes or other arrangements with the instructors are not possible. Generally a medical withdrawal follows the University's refund schedule located at <http://www.salisbury.edu/cashiers/refunds.html>. In very rare and unusual circumstances, the University may consider alternative dates of withdrawal. For example if a student was hospitalized and missed a withdrawal deadline as noted on the University's refund schedule, the University may consider dating the withdrawal to the time of hospitalization.

For consideration of an earlier withdrawal date with a request for a refund exception, please submit a written letter of support from a licensed medical provider that specifies the date of onset, the nature of the condition, and how/why it prevented completion of coursework. This documentation must be received by the Office of Student Affairs within (5) five business days from the date of the request to withdraw or else the request will be processed as an equally valid non-medical withdrawal. In some cases, follow up will be required from a medical provider to confirm the student is medically fit to resume enrollment.

Q: *When can a student return to the University?*

A: Matriculated students who have withdrawn and wish to be reinstated must submit an *Application for Readmission* form available on-line on the Registrar's website at www.salisbury.edu/registrar/Resources/readmission.html

Q: *What other details should a student who wishes to withdraw from the University keep in mind?*

- A:**
- ✓ Students receiving financial aid should contact the Financial Aid Office (410-543-6165) and the Cashier's Office (410-543-6060) to determine what impact withdrawing will have on current and future financial aid eligibility.
 - ✓ Students living in on-campus residence halls will be required by the Housing Office (410-543-6040) to vacate their residence hall room within 24 hours.
 - ✓ Students living off-campus should review lease agreements and discuss with all pertinent individuals.
 - ✓ Student athletes should contact the Athletics Department (410-548-3503) to determine how withdrawing will affect their eligibility to participate in NCAA competition.
 - ✓ Students who receive education benefits under the GI Bill must contact the Veteran Services Office (410-543-6189, HH 125 or vabenefits@salisbury.edu) to understand what adjustments may be made to current and future VA Educational benefits.
 - ✓ International students must contact the Center for International Education (410-677-5027) for information on how withdrawing will affect their immigration and/or sponsored program status.
 - ✓ Graduate students are advised to contact their advisor before finalizing withdrawal plans.

Q: *Will the student receive a refund?*

A: Students who withdraw from the University within the specified timeframes may receive a refund of tuition within the parameters of the schedule as outlined by the Cashier's Office and available on their webpage at <http://www.salisbury.edu/cashiers/refunds.html>

A special procedure has been established for students who must withdraw from the University because they have been called to active military duty. Instructions are available <http://www.salisbury.edu/veterans/military-activation.html>

SPECIAL NOTE: Once the withdrawal is entered, a student is no longer considered enrolled and is no longer eligible to use University services and/or facilities beyond any prior arrangements made with individual departments. All books must be returned to the library and all financial obligations to the University must be cleared.