

Withdrawal from Program

Withdrawal is initiated by the student, usually in consultation with an advisor. Withdrawal from the program implies withdrawal from all courses, and the graduate regulations concerning grades are applicable. Mere non-attendance does not constitute official withdrawal from the program. It is necessary to complete an official withdrawal form and file it with the School of Graduate Studies office. These forms are available from the program coordinator.

Dismissal

Dismissal or administrative withdrawal is initiated by the institution. It may result from unsatisfactory academic progress, failure to complete the program in six years, failure to withdraw officially from the program, failure to register and attend Fall and Spring semesters, infractions of College regulations, and for other reasons.

Leave of Absence

A leave of absence is a period during which students maintain their status, but are entitled to none of the services of the College provided by the payment of tuition or fees. An application for a leave of absence may be filed at any time during the academic year for the following semester(s). A leave of absence may begin during a semester, provided the completed application for leave is filed with the Dean of the School of Graduate Studies before the end of the fourth class session. In this case the entire semester is counted toward the leave. No refund of tuition will be given except as provided by other existing regulations.

The total leave allowed a student during his/her graduate program is two semesters, which need not be taken consecutively. Students desiring leaves of absence must complete a Leave of Absence form available from the appropriate program coordinator to complete arrangements for leave. A date of return will be agreed upon in advance and stated on the Leave of Absence form. A student who fails to return on the agreed date will be considered to have withdrawn from the College. A leave of absence may be granted to any student complying with the School of Graduate Studies regulations. Such a leave of absence will be revoked if the student incurs an academic dismissal subsequent to the granting of the leave. Students on leave are fully responsible for returning on the agreed date. No reminders will be sent to the student. A leave of absence does not waive the mandatory six-year requirement. That is, all students requesting a leave of absence still must complete their program within six years of date of acceptance.