



## **Withdrawal from Program Policy**

**PURPOSE:** To assure all students understand the policy and procedure for withdrawing from a program.

**MONITOR:** Registrar

**AUTHORIZATION:** Academic Dean, Registrar

**AUTHORIZATION DATE:** 2014

**REVIEWED BY:** Academic Dean, Registrar

**REVISION DATE(S):** October 2019

**EFFECTIVE DATE:** 2014

**NEXT REVIEW DATE:** September 2021

**POLICY APPLIES TO:** All students

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### **INTRODUCTION**

Students interested in withdrawing from a program at VUIM are encouraged to do so through the appropriate channel and process. Withdrawing from a program at VUIM may have financial consequences. Below, please find information on the policy and process associated withdrawing from the program and University.

### **POLICY**

#### **Withdrawal prior to matriculation**

If a new student fails to enroll by the end of the 1st week of the subsequent quarter, the student will be designated as having withdrawn their application to the program. The application is administratively withdrawn and the student must re-apply, meeting all admissions standards at that time.

### **Withdrawal post matriculation**

If a student wishes to formally withdraw from the program, the student is encouraged to meet with the Academic Dean or Registrar and complete the Withdrawal form. There may be financial consequences associated with withdrawal post-matriculation. Please see the tuition refund policy for more information or contact financial aid.

### **PROCESS**

1. Student submit Program Withdrawal form to the Registrar
2. Registrar notify Academic Advisor, Finance Manager and Financial Aid Officer of student planned withdrawal
3. Registrar conduct exit interview if possible

### **DEFINITIONS**

Matriculation – An enrolled student; A student is not considered enrolled until they are participating in class.

Enrolled – Actively participating and taking courses