

Withdrawal from the University

Students who find it necessary to withdraw from the University must fill out a withdrawal form available in the Student Success Center. Students can complete a temporary withdrawal (2 semesters or less) or a complete withdrawal. Students who withdraw for medical or mental health reasons must present appropriate documentation at the time of the withdrawal. These documents will be reviewed by Gannon's Health Center or Counseling Director and could impact any refund as well as conditions for readmission to the University.

The withdrawal process includes an exit interview with staff from the Student Success Center, Student's Academic advisor, Cashier's office, Financial Aid office, the Registrar's office, and, when applicable, the Student Living office, International office, Counseling Center, or Health Center. Students must complete the withdrawal process within two working days from the date they start the process in the Student Success Center. Forms that do not reach the Registrar's office with all of the required signatures will be considered incomplete and the student will not be withdrawn from the University.

Failure to comply with this regulation may result in the assignment of a grade of 'F' for all courses in which the student is currently enrolled and possible separation from the University. The student may also forfeit any rights of readmission to the University. When students withdraw they should refer to the Academic Calendar for the last day to withdraw from a course in order to receive withdrawal (X) grades. Withdrawal after this date will result in 'F' grades unless permission is granted by the student's Academic Dean.

Every student receiving a federal grant and/or loan who completely withdraws officially or unofficially within the first 60% of the semester will be subject to a Title IV Return of Federal Funds review. This review will determine the portion of federal funds the student earned and the portion of federal funds the school must return to the Department of Education as defined in the Federal Refund Policy.

Students that receive all F's for a semester who did not formally withdraw will be reviewed by the Financial Aid Administrator to establish the students' last date of attendance. If a student ceased attendance for all classes before 60% of the semester was over, that last date of attendance will be used. If a last date of attendance cannot be determined, the Financial Aid Administrator is required to process an "unofficial" withdrawal date using the mid-point of the semester to calculate unearned federal funds that must be returned to the appropriate federal aid program.

Students need to understand that, although they can withdraw from a semester with X grades, the Financial Aid Administrator must review and adjust federal aid disbursements made to any student receiving federal grants and/or loans based on their last date of attendance or unofficial withdrawal date. The student is responsible for any returned federal funds that results in a balance due on their student account. If payment is not made, the student will be liable for all reasonable collection costs, including attorney fees and other charges necessary for the collection of any amount not paid.

Withdrawal Policy for Students Called to Active Duty

1. The policy is based on the date the student(s) are called:
 - A. If called up between academic week one and through week five, a full refund would be given for all tuition, fees, room and board paid for the semester. The student would be eligible for re-admission upon completion of military duty but must re-apply (at no cost to the student) if away for more than one year.
 - B. If called between week six and the end of week ten, no refund would be given to the student but the account would be frozen. That is, student would be eligible to return and repeat one full semester at no additional cost. The student would be given withdrawal grades “X” for all courses.
 - C. If called between week eleven and the end of the semester, no refund would be given to the student. The student would be given the choice of taking incomplete grades “I” for their courses or taking the withdrawal or “X” grade.

Students taking the withdrawal grade are to be treated exactly the same as those in B above, that is, their account frozen and eligible to return and repeat the semester at no additional cost to the student.

Students opting to take incompletes would:

- Require approval of their instructors and academic dean. (need to simplify the process to acquire the necessary approvals).
- Accounts would not be frozen as they will be receiving grades for their courses when the required work is completed.
- Reasonable accommodations that are beyond the normal policy will be made to provide students the opportunity to complete “I” grades.
- A pro-rated refund would be given for the unused portion of the room and board if the account was paid in full.
- The incomplete grade “I” would remain on the transcript until the student has completed their tour of duty or for a maximum of three years. After three years, the grade will be converted to an “X” or withdrawal grade.

2. For students requesting a combination of Incompletes (“I grades) and Withdrawals (X grades):

(It is very important to note that, to be eligible for federal and state financial aid for subsequent semesters, students must complete a minimum of 12 credits. Students opting to combine Incomplete and Withdrawal grades may not have the financial aid resources available to them to continue their studies into the next semester.)

 - A. The total amount of tuition paid for the semester will be divided by the total number of credits to determine a per credit amount.
 - B. The total number of Incomplete credits multiplied by the per credit amount determined in one will be income to the University.
 - C. The total number of withdrawal credits will be multiplied by the per credit amount and frozen on the students account.

D. Room and board will be frozen in the student's account. No refund will be given on the unused portion.

3. **GU Gold Card** – Students called to active duty and having funds remaining on their GU Gold card may request a refund at the time of withdrawal. Student account charges not related to tuition, fees, room and board will be deducted prior to issuing the refund.
4. All students who are called to military duty will be coded with an “L” and granted temporary leave status and eligible to return for one year without going through the readmission process. Students who are on leave for more than one year would be required to reapply for admission but without any cost.
5. Full refunds and frozen accounts (except for those students taking Incompletes) will be granted without pro-rating for room and board regardless of the date the leave is approved.
6. The University will take steps to simplify and automate the military leave policy and approval. Affected Students will be referred to the Registrar.
7. Students applying for Military Leave are required to submit a copy of their call-up orders.

Academic, spiritual and personal counseling services will be made available to students called up to military service