

## Withdrawal Procedure (Chicago Campus)

After the published add/drop period of a semester, electronic approval via email from the student's Advisor or Program Director is required to withdraw from a course or exam with a "W" grade. Notifying the instructor or ceasing class attendance does not constitute an official drop or withdrawal. The official date of the withdrawal is the date the student sends the email request to withdraw from the course to the Advisor or Program Director. Please consult the academic calendar for the deadline to withdraw from a class.

Students who stop attending class or request to withdraw from a course or exam after the published withdrawal grade (W grade) deadline will receive a "WF" or a final grade from the instructor that reflects the work completed and the work that was not completed. In addition, students may not withdraw from a course or exam after the published end date of the course or due date of the exam. Students are not eligible for a refund after the add/drop period.

### Leave of Absence

Students may take a Leave of Absence (LOA) due to illness or other extenuating circumstances by completing a Leave of Absence form, including necessary signatures, and submitting it to the [Office of the Registrar](#). An LOA may be taken for up to three terms (one calendar year). The LOA form is located on the Registrar page on Adler Connect. Incomplete forms, including forms with missing signatures, will not be accepted by the Office of the Registrar.

If a student has accepted a practicum or internship prior to requesting a leave, or is completing a practicum/internship at the time of the request, the student must contact the Director of Training or Office of Community Engagement prior to submission of the form to his or her faculty advisor. The LOA will be noted on the student's transcript for each term until the student returns to the University. Time approved for an LOA does not impact the maximum time allowed for degree completion.

LOA refers to the specific time period during a program when a student is not in active attendance. Students are strongly encouraged to check their Adler email account during their LOA. Students on an LOA are considered to have withdrawn for financial aid purposes, and their student loans will come due after any applicable grace period.

Students who do not return from an LOA by the agreed-upon term may be administratively withdrawn from the University. In order to be readmitted, administratively withdrawn students must submit a new application for admission no sooner than one year after the date upon which they were dismissed and, if admitted, must follow the program requirements in effect at the time of the new admission.

If a student decides to take a LOA before the term starts or during the add/drop period, he or she is required to log onto Student Planner or WebAdvisor and drop all of his or her courses.

Failure to do so will result in the student being charged the drop fee and/or tuition in accordance with the University's tuition refund policy.

### Administrative Withdrawal

Once enrolled, students are expected to maintain good academic standing, meet all student responsibilities, maintain satisfactory progress, and register each term until completing the program in which they have been admitted. Students who fail to register for each consecutive term may be administratively withdrawn from the University. The University also retains the right to administratively withdraw students whose accounts are past due and to charge all associated fees.

"Administrative Withdrawal" will be noted on the transcripts of students who have been administratively withdrawn. Students who have been administratively withdrawn and wish to be reconsidered for matriculation must submit a new application for admission no sooner than one year after their administrative withdrawal and, if admitted, must meet the program requirements and policies in effect at the time of the new admission. Students readmitted to the University may be eligible to receive up to 24 credits for coursework completed either at Adler University or another institution. Students who wish to appeal the decision of administrative withdrawal can follow the procedures of the Student Grievance and Appeal Policy posted online at [adler.edu](http://adler.edu).

In the event a student is administratively withdrawn from the University, the Office of Financial Aid is required by federal law to recalculate a student's eligibility for financial aid awards.

A calculation is used to determine the amount of "earned" and "unearned" aid based on the effective date of the administrative withdrawal. If a student completes 60 percent or less of credits taken during a term, the Office of Financial Aid determines the amount of "earned" aid based on the proportion of credits successfully completed within the term. If a student successfully completes more than 60 percent of the credits taken in a term, he or she is considered to have earned 100 percent of the awards disbursed for the term.

"Unearned" awards must be returned to the lender. The student is responsible for repaying the University for any balances owed as a result of the return of financial aid funds.

### Withdrawal in Good Standing

Students may withdraw from Adler University in good standing by completing the Student Withdrawal form. The Student Withdrawal form is located on the Registrar page on Adler Connect. To withdraw in good standing, students must be in academic good standing at the time of withdrawal, have completed all requirements for courses and clinical work for which they are registered, and may not be subject to pending disciplinary or academic inquiries. "Withdrawal" is noted on the transcript.

If a student decides to withdraw from the University before the term starts or during the add/drop period, he or she is required to log onto Student Planner or WebAdvisor and drop all of his or her

courses. Failure to do so will result in the student being charged the drop fee and/or tuition in accordance with the University's tuition refund policy. Former students who wish to return to the University after withdrawing in good standing must submit a new application for admission and, if admitted, must follow the policies, procedures, and program requirements in effect at the time of the new admission. Students readmitted to the University may be eligible to receive up to 24 credits for coursework completed either at Adler University or another institution.

## **Withdrawal Procedure (Vancouver Campus)**

### **Course Withdrawal and Withdrawal**

Students wishing to drop a course or exam must do so via the University's online registration system, WebAdvisor, during registration week. Students wishing to drop a course after registration week must do so in person or via email by submitting the appropriate forms to the Registrar's Department.

Notifying your instructor or ceasing class attendance does not constitute an official drop or withdrawal. The official date of the withdrawal is the date the drop is processed online via WebAdvisor or the date the drop form is received by the Registrar's Office. Students may not withdraw after the eighth week of a semester during the fall and spring terms.

Please consult the academic calendar for the deadline to withdraw from a class during the summer term. Students who stop attending class or fail to complete an exam without submitting an official drop or withdrawal form will receive a grade of F, NC, or NP for the course.

In addition, students may not withdraw from a course or exam after the published end date of the course or due date of the exam.

A drop fee is charged for courses dropped during the add/drop period. Students who drop a course or exam during the add/drop period may receive refunds in accordance with the established refund policy. Students who are administratively withdrawn may receive a prorated refund. No refunds will be made when students stop attending class without officially withdrawing from the course.

### **Leave of Absence**

Students may take a leave of absence (LOA) due to illness or other extenuating circumstances by completing a Leave of Absence form, including necessary signatures, and submitting it to the Registrar's Office. An LOA may be taken for up to three terms (one calendar year). If a student has accepted a practicum or internship prior to requesting a leave, or is completing a practicum/internship at the time of the request, the student must contact the Director of Training and Community Service prior to submission of the form to their faculty advisor.

The LOA will be noted on the student's transcript for each term until the student returns to the University. Time approved for an LOA does not impact the maximum time allowed for degree completion.

In order for a financial aid recipient to be approved for an LOA, the student must also follow Adler University's LOA policy as outlined in the Financial Aid and Student Accounts Handbook. Because federal regulations state that LOA is only to be granted for a specific set of circumstances, any leave identified as ineligible per Title IV regulations may not be approved by the director of financial aid and must be reported to the National Student Loan Data System as a withdrawal. Students are required to speak with the Office of Financial Aid before requesting an LOA in order to receive full information regarding the procedure and the results of the LOA.

Students who do not return from an LOA by the agreed-upon term may be administratively withdrawn from the University. In order to be readmitted, administratively withdrawn students must submit a new application for admission no sooner than one year after the date upon which they were dismissed and, if admitted, must follow the program requirements in effect at the time of the new admission.

### Administrative Withdrawal

Once enrolled, students are expected to maintain good academic standing, meet all student responsibilities, and maintain satisfactory progress and register each term until completing the program in which they have been admitted. Students who fail to register for each consecutive term may be administratively withdrawn from the University. The University also retains the right to administratively withdraw students whose accounts are past due and to charge all associated fees.

"Administrative Withdrawal" will be noted on the transcripts of students who have been administratively withdrawn. Students who have been administratively withdrawn and wish to be reconsidered for matriculation must submit a new application for admission no sooner than one year after their administrative withdrawal and, if admitted, must meet the program requirements and policies in effect at the time of the new admission. Students readmitted to the University may be eligible to receive up to 24 credits for coursework completed either at Adler University or another institution. Students who wish to appeal the decision of administrative withdrawal can follow the procedures of the Student Grievance and Appeal Policy posted online at [adler.edu](http://adler.edu).

In the event a student is administratively withdrawn from the University, the Office of Financial Aid is required by federal law to recalculate a student's eligibility for financial aid awards.

A calculation is used to determine the amount of "earned" and "unearned" aid based on the effective date of the administrative withdrawal. If a student completes 60 percent or less of credits taken during a term, the Office of Financial Aid determines the amount of "earned" aid based on the proportion of credits successfully completed within the term. If a student successfully completes more than 60 percent of the credits taken in a term, he or she is considered to have earned 100 percent of the awards disbursed for the term.

“Unearned” awards must be returned to the lender. The student is responsible for repaying the University for any balances owed as a result of the return of financial aid funds.

### Withdrawal in Good Standing

Students may withdraw from Adler University in good standing by completing the Student Withdrawal form and submitting it to the Registrar’s Office. To withdraw in good standing, students must be in academic good standing at the time of withdrawal, have completed all requirements for courses and clinical work for which they are registered, and may not be subject to pending disciplinary or academic inquiries. “Withdrawal” is noted on the transcript.

Former students who wish to return to the University after withdrawing in good standing must submit a new application for admission and, if admitted, must follow the policies, procedures, and program requirements in effect at the time of the new admission. Students readmitted to the University may be eligible to receive up to 24 credits for coursework completed either at Adler University or another institution.

## Withdrawal Procedure (Online Campus)

### Course Drop and Withdrawal

Students wishing to drop a course or exam must do so via the University’s online registration system, WebAdvisor, during registration week. Students wishing to drop a course after registration week must do so in person or via email by submitting the appropriate forms to the Registrar’s Department.

Notifying your instructor or ceasing class attendance does not constitute an official drop or withdrawal. The official date of the withdrawal is the date the drop is processed online via WebAdvisor or the date the drop form is received by the Registrar’s Office. Students may not withdraw after the eighth week of a semester during the fall and spring terms.

Please consult the academic calendar for the deadline to withdraw from a class during the summer term. Students who stop attending class or fail to complete an exam without submitting an official drop or withdrawal form will receive a grade of F, NC, or NP for the course.

In addition, students may not withdraw from a course or exam after the published end date of the course or due date of the exam.

A drop fee is charged for courses dropped during the add/drop period. Students who drop a course or exam during the add/drop period may receive refunds in accordance with the established refund policy. Students who are administratively withdrawn may receive a prorated refund. No refunds will be made when students stop attending class without officially withdrawing from the course.



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The LOA will be noted on the student's transcript for each term until the student returns to the University. Time approved for an LOA does not impact the maximum time allowed for degree completion.

In order for a financial aid recipient to be approved for an LOA, the student must also follow Adler University's LOA policy as outlined in the Financial Aid and Student Accounts Handbook. Because federal regulations state that LOA is only to be granted for a specific set of circumstances, any leave identified as ineligible per Title IV regulations may not be approved by the director of financial aid and must be reported to the National Student Loan Data System as a withdrawal. Students are required to speak with the Office of Financial Aid before requesting an LOA in order to receive full information regarding the procedure and the results of the LOA.

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