WITHDRAWAL POLICY

Withdrawal from the University – Graduate and Undergraduate

An undergraduate student who wants to withdraw from the University should consult with a representative from Centers for Academic Success and Advising (CASA) to discuss the withdrawal and make a preliminary evaluation of readmission possibilities. Graduate students should consult with the Program Coordinator before making the decision to withdraw. Once the decision in consultation with CASA (undergraduate) or the Program Coordinator (graduate) is made, the student should complete the official University Withdrawal form and submit it to the Office of the University Registrar. Students who are withdrawing are advised that:

- Students who withdraw are subject to prorated tuition and free charges based on the last date of attendance in classes and according to the established withdrawal policy (see academic calendar for withdrawal deadlines and refund percentages if applicable) of the Bursar’s Office.
- Students who withdraw from the University and have their tuition prorated according to the established withdrawal policy will be graded with a “W” for each registered course.
- Students must withdraw from the University prior to the Final Examination period.
- Readmission at a later date is not automatic. An application for readmission must be made to the Undergraduate Admissions Office or to the Graduate Admissions Office depending on student level.
- Students readmitted to the University after a withdrawal are held to the academic requirements in effect in the catalog at the time of readmission. Courses that were taken at the University longer than five years prior to the readmission date may not apply to a current degree program. You are advised to speak to the Academic Department as to the validity of those course credits.

Withdrawal Dates and Percentage of Charges for Undergraduate and Graduate Students

<table>
<thead>
<tr>
<th>Date of Withdrawal*</th>
<th>Percentage Charged</th>
<th>Transcript</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-registration period through the first day of classes</td>
<td>0%</td>
<td>Dropped-No Grade</td>
</tr>
<tr>
<td>Second day of classes through the end of the first week</td>
<td>20%</td>
<td>W grade on transcript</td>
</tr>
<tr>
<td>Through the end of second week of classes</td>
<td>40%</td>
<td>W grade on transcript</td>
</tr>
<tr>
<td>Through the end of third week of classes</td>
<td>60%</td>
<td>W grade on transcript</td>
</tr>
<tr>
<td>Through the end of fourth week of classes</td>
<td>80%</td>
<td>W grade on transcript</td>
</tr>
<tr>
<td>From the fifth week of classes to end of term</td>
<td>100%</td>
<td>W grade on transcript</td>
</tr>
</tbody>
</table>

*Consult the Academic Calendar on the UNH website for term specific deadline dates.

University Withdrawal policy approved by Faculty Senate 5/8/2015
Please complete all of the information requested below (Please Print Clearly).

Name: ___________________________________________  Student ID: _______________________

Permanent Address: ________________________________________________________________

Email Address: ________________________________________________________________

City: __________________ State: _______ Zip: _______ Phone: __________________

Class Year: ☐ Freshman   ☐ Sophomore   ☐ Junior   ☐ Senior

You are currently enrolled as a: ☐ Full-time student   ☐ Part-Time student

Do you have campus housing?  ☐ Yes  ☐ No

Which semester are you withdrawing from? ____________________________________________

Reason for withdrawal (mark all that apply)

☐ Academic   ☐ Health

☐ Family   ☐ Personal

☐ Financial   ☐ Unhappy

☐ Transfer, ___________________________ ☐ Other: _________________________________

Do you plan on returning to UNH?

☐ Yes, which semester? ___________________  ☐ No  ☐ Not Sure

By signing this form you are acknowledging that you have read and understand the statements below

I am withdrawing from classes for the semester specified and my status will be changed to non-matriculated. If I decide to resume my studies, I must apply for readmission through the Admissions Office.

I am responsible for payment of any outstanding balances owed to the university. I will visit the Office of Financial Aid & Scholarships to discuss the amount of financial aid that may have to be returned to the federal government.

_________________________________________  _____________________________
Student’s Signature Date Processed By Date

Please mail to Registrar’s Office, UNH, Bergami Hall, 300 Boston Post Rd, West Haven, CT 06516 or fax to (203) 931-6096