

Policy Provisions

- Students applying for any type of withdrawal as per the terms stipulated in this policy must continue to attend their classes until they are notified of their withdrawal outcome. Failure to do so will result in the student receiving an FA grade on their transcript. FA grades are not reversible.
- Sponsored students are responsible to ensure they regularly keep themselves informed of and updated with the withdrawal rules and regulations of their external funding bodies and adhere to them.

1. Student Initiated Withdrawals

Students may apply to withdraw from individual courses or from the semester or the University per the conditions set out in this document. It is the students' responsibility to follow the appropriate University procedures, abide by the required timelines and inform themselves of the academic and financial implications of a withdrawal. Students should always contact their Academic Advisors before initiating a withdrawal to discuss the implications of their decision.

2. Dropping and Adding a Course (During the Drop/Add Period):

- 2.1** Students may drop and add courses during the announced Drop/Add period with the understanding that they need to maintain a load in accordance with the terms of the AU Student Academic Load Policy. Courses dropped during this period are not noted on student transcripts.
- 2.2** Dropping a course may affect a student's sponsorship status. Students are responsible to know the terms of their sponsorship and maintain their enrolment accordingly.

3. Withdrawal from Individual Courses (After the Drop/Add Period):

- 3.1** Students may apply to withdraw from individual courses without academic penalty until the end of Week 14¹ of the Academic Calendar in the respective semester. Withdrawals after that date will result in **fail** grade in the course(s) withdrawn.
- 3.2** Ceasing to attend, notifying an instructor, or non-payment of tuition, does not constitute an official withdrawal from a course and will result in a fail grade. Students are responsible to meet with their Academic Advisors, discuss the implications of their decision and complete the necessary Course Withdrawal Form by the advertised deadline to initiate a withdrawal.

¹ Week 8 for Summer Semester

- 3.3** Upon withdrawal from a course, students are free from their academic obligations in relation to that course. A grade of “W” is noted on student transcripts as shown in section 9 of this document. This grade is GPA neutral.
- 3.4** Withdrawal from a course does not free a student from financial obligations. All financial obligations remain due. A student seeking to withdraw from a course will need to clear all outstanding amounts owed to the University in relation to that course before s/he is allowed to submit a Course Withdrawal Form.
- 3.5** Withdrawal from a course may affect a student’s sponsorship status. Students are responsible to know the terms of their sponsorship and maintain their enrolment accordingly.
- 3.6** Students acknowledge that withdrawal from a course may impact their ability to complete their studies within the required time frames.
- 3.7** A student is not eligible to withdraw from a course in which s/he is found to have committed a disciplinary offense or if there is an ongoing disciplinary investigation involving him/her in relation to that course.

4. Withdrawal from a Semester:

- 4.1** Students may apply to withdraw from a semester. Withdrawal from a semester without academic penalty is from the first day of classes until the end of Week 14² of the Academic Calendar in the respective semester. Withdrawal after that date will result in **fail** grade for all courses registered for the semester.
- 4.2** Ceasing to attend, notifying an instructor, or non-payment of tuition, does not constitute an official withdrawal and will result in fail grade for all courses registered for that semester. Students are responsible to meet with their Academic Advisors, discuss the implications of their decision and complete the necessary Semester Withdrawal Form by the advertised deadline to initiate a withdrawal.
- 4.3** Upon withdrawal from a semester, a grade of “W” is noted on student transcripts for all courses registered for the semester as shown in section 9 of this document. This grade is GPA neutral. Any “Incomplete” grade from a previous semester is changed to fail if not completed within the required timeframes announced by the University. Student accounts are kept active to allow for registration in the following semester.

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- 4.4 Withdrawal from a semester does not free a student from his/her financial obligations. All financial obligations remain due. A student seeking to withdraw from a semester will need to clear all outstanding amounts owed to the University before s/he is allowed to submit a Semester Withdrawal Form.
- 4.5 Withdrawal from a semester may affect a student's sponsorship status. It is the student's responsibility to know the terms of their sponsorship and maintain their enrolment accordingly.
- 4.6 Students acknowledge that withdrawal from a semester may impact their ability to complete their studies within the required time frames. Withdrawn semesters are counted towards the maximum period of completing a program under the University progression rules.
- 4.7 A student is not eligible to withdraw from a semester if there is an ongoing disciplinary investigation involving him/her.

5. Withdrawal from the University:

- 5.1 Students who no longer wish to study at AU may apply to withdraw from the University entirely. Withdrawal from the University without academic penalty is until the end of Week 14³ of the Academic Calendar in the respective semester. Withdrawals after that date will result in **fail** grade for all courses registered for the semester.
- 5.2 Ceasing to attend, notifying an instructor, or non-payment of tuition, **does not** constitute an official withdrawal and will result in **fail** grade in all courses registered for that final semester. Students are responsible to meet with their Academic Advisors, discuss the implications of their decision and complete the necessary University Withdrawal Form by the advertised deadline to initiate a withdrawal.
- 5.3 Upon withdrawal from the University, a grade of "W" is noted on student transcripts for all courses registered for that final semester as shown in section 9 of this document. This grade is GPA neutral. Any "Incomplete" grade from a previous semester is changed to fail if not completed within the required timeframes announced by the University. Student accounts are made inactive.
- 5.4 Withdrawal from University does not free a student from his/her financial obligations. All financial obligations remain due. A student seeking to withdraw from the University will need to clear all outstanding balance before s/he is allowed to submit a University Withdrawal Form.

³ Week 8 for Summer Semester

- 5.5** Withdrawal from the University may affect a student's sponsorship status. It is the student's responsibility to know the terms of their sponsorship and maintain their enrolment accordingly.
- 5.6** Students who elect to completely withdraw from the University must apply for readmission under the terms of the AU Readmission Policy.

6. AU Initiated Withdrawals

6.1 Withdrawal due to Suspension:

- 6.1.1** A student put on suspension during a semester for violating the Student Code of Conduct or the Code of Academic Integrity is immediately withdrawn from that semester.
- 6.1.2** The student will lose all academic work done for that semester and will need to repeat the entire course work for that semester if/when she or he is readmitted. Readmission is not automatic and conditions for re-admission to be satisfied.
- 6.1.3** Withdrawal due to suspension is reflected on a student's transcript as detailed in Section 9 of this document.
- 6.1.4** Record of suspension is noted on a student's transcript and is marked on a student's file with Admissions and Registration. If a student is suspended before Census date, all courses will be removed and record of suspension will be noted on the transcript.

6.2 Withdrawal due to Expulsion:

- 6.2.1** A student who is expelled from AU during a semester for violating the Student Code of Conduct or the Code of Academic Integrity is immediately withdrawn from the University.
- 6.2.2** The student will lose all academic work done for that semester and is not allowed to continue studies in AU indefinitely.
- 6.2.3** Withdrawal due to expulsion is reflected on a student's transcript as detailed in Section 9 of this document.
- 6.2.4** Record of expulsion will be noted on a student's transcript and kept in the student's file with Admissions and Registration. If a student is expelled before Census date, all courses will be removed and record of expulsion will be noted on the transcript.

6.3 Withdrawal of Dormant Students:

- 6.3.1 Any continuing student who fails to register or submit a Semester or University Withdrawal or Leave of Absence form as per the terms of this document or AU Leave of Absence Policy will be withdrawn from the University after the Census Date.
- 6.3.2 A dormant student who is withdrawn is required to apply for readmission under the terms of AU Readmission Policy to resume studies in AU.
- 6.3.3 Withdrawal of a dormant student is reflected on a student's transcript as detailed in Section 9 of this document.

7. Financial Implications

For information on financial implications associated with all withdrawals detailed in this policy, students should refer to the relevant table in section 9 and AU Tuition Fees Policy.

8. Appeals

There are no appeals for any decisions under this policy.

9. Withdrawal Codes and Financial Implications

9.1 Student Initiated Withdrawals are reflected on student transcripts as following:

| Withdrawal Type | Timing | Result Code (to appear on the transcript for the course dropped) | Affects Grade Point Average | Financial Implications |
|----------------------------|---|---|-----------------------------|--|
| Dropping a Course | Before the last day to Drop/Add courses as specified in the Academic Calendar | Course is removed from the transcript. No grade is recorded | No | Registration Fee is non-refundable. Tuition Fees paid over the non-refundable Registration Fee is kept in credit in the student's account for the next semester. |
| Withdrawal from a Course | After the last day to Drop/Add courses as specified in the Academic Calendar, but prior to end of Week 14 | W | No | No Refunds. Tuition Fees are due in full. |
| Withdrawal from a Course | After end of Week 14 | F | Yes | No Refunds. Tuition Fees are due in full. |
| Withdrawal from a Semester | Before the last day to Drop/Add courses as | All courses for the semester are removed | No | Registration Fee is non-refundable. Tuition Fees paid over the non-refundable |

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|--------------------------------|---|---|-----|---|
| | specified in the Academic Calendar | from the transcript. No grades are recorded. | | Registration Fee is kept in credit in the student's account for the next semester. |
| Withdrawal from a Semester | After the last day to Drop/Add courses as specified in the Academic Calendar, but prior to end of Week 14 | W (in all courses registered for the semester) | No | No Refunds. Tuition Fees are due in full. |
| Withdrawal from a Semester | After end of Week 14 | F (in all courses registered for the semester) | Yes | No Refunds. Tuition Fees are due in full. |
| Withdrawal from the University | Before the last day to Drop/Add courses as specified in the Academic Calendar | All courses for the final semester are removed from the transcript. No grades are recorded | No | Registration Fee is non-refundable. Tuition Fees paid over the non-refundable Registration Fee is refunded. |
| Withdrawal from the University | After the last day to Drop/Add courses as specified in the Academic Calendar, but prior to end of Week 14 | W (in all courses registered for the final semester) | No | No Refunds. Tuition Fees are due in full. |
| Withdrawal from the University | After end of Week 14 | F (in all courses registered for the final semester) | Yes | No Refunds. Tuition Fees are due in full. |

9.2 AU Initiated Withdrawals are reflected on student transcripts as following:

| Withdrawal Type | Timing | Result Code to appear in all registered courses on a transcript | Affects Grade Point Average | Financial Implications |
|--------------------------------|-------------------|---|-----------------------------|--|
| Withdrawal due to Suspension | After Census Date | WS | No | No Refunds. Tuition Fees are due in full. |
| Withdrawal due to Expulsion | After Census Date | WE | No | No Refunds. Tuition Fees are due in full. |
| Withdrawal of Dormant Students | After Census Date | No grade is recorded | No | No Refunds. Tuition Fees are due in full. |