Withdrawal Process

1. Request a University Semester Withdrawal form from the Registrar’s Office or go to www.coastal.edu/registrar, select “University Semester Withdrawal,” complete the information and print the form.

2. Obtain the appropriate signatures from each of the following Offices.
   - Bursar’s Office
   - Financial Aid Office
   - Advisement & Retention Office

3. Return the completed form to the Office of the Registrar.

4. The University Semester Withdrawal form will be processed, and the student will be issued a copy of the official withdrawal.
**Withdrawal from the University**

**Withdrawal from the University or from a course during final exams is not permitted.**

All students, both full-time and part-time, desiring to withdraw from the University or to discontinue enrollment in all courses should obtain a University Semester Withdrawal form (see withdrawal process for details). An exit interview will be conducted to assist the student in completing the withdrawal form and to resolve any outstanding obligations. A student who leaves the University without following this procedure may prejudice any further attempt to re-enter the University and will receive a grade of **F** in all courses.

The date of withdrawal from the University will be posted on student transcripts. Courses from which the student withdraws during the late registration period will not be recorded on a student’s permanent record. Thereafter, through two-thirds of the total number of class days from the beginning of the term/session, the grade of **W** will be recorded on a student’s transcript but will not be used in computing the grade point average.

Specific dates are listed in the University Academic Calendar. Students withdrawing after the close of the prescribed “withdraw with **W**” period and prior to the last day of class will receive a grade of **WF** for each course in which they are enrolled. A **WF** is treated as an **F** in computing the student’s grade point average. Students who stop attending classes without officially withdrawing will have the grade of **F** recorded for each course. This grade is included in all calculations and totals.

Exceptions to the assignment of a grade of **WF** are possible only for verifiable, documented reasons. If a student must withdraw from the University for medical reasons or for another acceptable major cause after the last day to receive a **W**, the grade of **W** still may be assigned. A Request for Total Withdrawal From Courses Due To Extenuating Circumstances form, available from the Office of the Dean of the student’s major, must be approved by the course instructor(s) and the student’s academic dean and returned to the Office of the Registrar by the dean.

For specific academic withdrawal dates for the current term, go online to **www.coastal.edu/registrar**, select Academic Calendar and then choose the current term.

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**Withdrawal from the University may be more expensive than you think.**

Students who withdraw from the institution will be given a refund on the basis of either 1) University refund calculation (students who do not receive Title IV Federal Financial Aid), or 2) University refund calculation and Return of Title IV Funds Policy (students who receive Title IV Federal Financial Aid).

Both refund calculations conform to federal regulations set forth by the Higher Education Act of 1965, as amended by the Higher Education Amendments of 1998 (Public Law 105-244 approved on Nov. 1, 1999).

The Return of Title IV Federal Funds Policy applies only to students at the University who are recipients of Title IV Federal Financial Aid. A copy of the Return of Title IV Funds Policy worksheet is available in either the Office of Financial Aid or the Bursar’s Office.

The University policy applies to all students who withdraw from the institution.

The refund schedules are published in the Master Schedule of Classes for each semester.

Any financial aid for which the student was eligible prior to withdrawal but which has not been disbursed will be cancelled and returned to the source.

For specific refund dates, go to **www.coastal.edu/registrar**, choose the current University Catalog, select Fees & Expenses, scroll down to **Policy for Withdrawal Refunds**, and select the current term.