

# LUO Official Withdrawal

## Policy Information

### Issuing Office

Registrar's Office

### Affected Parties

Students

### Policy Language

Students should consult with their academic advisor before withdrawing from a course. The withdrawal date will generally be the date the student submitted the intent to withdraw form. If the withdrawal request is mailed or faxed to the Academic Advising Department, the withdrawal date will generally be the date the withdrawal request is received by the University.

Grades of W will be recorded for all courses from which the individual withdraws. A student may not withdraw after the last official day of the course. If a student officially withdraws, calculations are based on enrollment periods, not coursework completed. Thus, a student can officially withdraw until the last day of a course. Students requesting to withdraw will be subject to the Title IV withdrawal calculation. The Title IV withdrawal calculation will result in the reduction and/or cancellation of all Financial Aid. See Financial Information section.

Students who wish to withdraw from one or more courses in a given semester must contact the Liberty University Online Academic Advising Department in writing, via their Liberty University email account or by phone. Students are subject to not being refunded for withdrawn courses and/or being charged a \$50 withdrawal fee based on pre-set, University criteria. Students who withdraw from all courses in which they are enrolled will be subject to the Title IV withdrawal regulations and will be reported as withdrawn from the University. However, it will not be necessary to reapply unless more than 12 months have elapsed since the original deadline date of the student's last enrollment period. Students only withdrawing from all courses in a given semester will be allowed to re-enroll in the next semester. However, the student will be subject to the Satisfactory Academic Progress Policy administered by the Financial Aid Office.

### Policy Rationale

To establish clear definitions, policies and expectations in regard to the process of an official withdrawal.

### Definition of Glossary Terms

None specified

## Procedural Information

### Procedures

None specified

### Sanctions

None specified

### Exceptions

None