

## **Withdrawal Policy**

When a student withdraws from Everglades University, oral or written notice should be given to the Dean of Academic Affairs or the Campus Vice President by the student, parent or guardian. Such notice should contain the reason for the withdrawal. The student has a responsibility to notify the University of their intent to withdraw and indicate the date of the withdrawal. If the student plans to return to school, this should be indicated to the Dean of Academic Affairs or the Campus Vice President during this process. A student who withdraws and does not notify the University of their intent to return must be withdrawn within 14 days of the last date of attendance. In addition, any student who has not attended class within 14 days must be withdrawn. The above policy will affect the student's grade based on the following:

- Withdrawal prior to 50% completion of the course, a grade of W will be assigned.
- Withdrawal after 50% completion of the course, a grade of F will be assigned.