



Student Withdrawal Policy

Policy Title: Student Withdrawal Policy

Policy Type: Administrative

Policy Number: 31-07 (2014)

Approved: 01/12/2015

Responsible Office: Office of the Registrar

Responsible Executive: Provost and Vice President for Academic Affairs

Applies to: Students

POLICY STATEMENT

To ensure students terminating their enrollment before the term ends are withdrawn from their courses, and other departments are appropriately notified, the University requires students to complete the withdrawal form. Official withdrawal requires clearance of a student's responsibility to the university, such as financial aid, housing, board plan, and notification of withdrawal to various offices. Official withdrawal, therefore, is essential to ensure that one's academic record is not jeopardized and that financial matters are attended to. Failure to properly withdraw may hamper readmission or the possibility of transfer to another college or university.

Norfolk State University's Student Withdrawal Policy is designed for students who want to end their enrollment at the university before the end of the current semester or summer session.

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DEFINITIONS

Official Withdrawal: terminating enrollment in all registered courses for an academic semester at Norfolk State University.

Student: A student is any individual who is currently enrolled, or was enrolled, in a for credit course.

CONTACT(S)

The Office of the Provost and Vice President for Academic Affairs and the Assistant Vice President for Enrollment Management officially interpret this policy and are responsible for obtaining approval for any revisions as required by [BOV Policy #01 \(2014\) *Creating and Maintaining Policies*](#) through the appropriate governance structures. Questions regarding this policy should be directed to the Office of the Registrar.

STAKEHOLDER(S)

University Community: to include students, Office of the Registrar, Office of Financial Aid, and Student Accounts.

STUDENT WITHDRAWAL: POLICY CONTENT

- I. General Information
 - a. University policy requires a student to complete an application for withdrawing when enrollment is terminated before the end of the semester or summer session.
 - b. Students who withdraw from NSU must initiate the process in their respective academic department and follow the procedures listed below:
 1. Discuss the matter with their academic advisor before processing the form.
 2. Obtain the form from the Office of the Registrar or academic advisor, and complete personal information.
 3. Secure the signature of the advisor or designee.
 4. Report to the Counseling Center for an Exit Interview.
 - a. Obtain counselor's signature
 - b. Students who reside in a campus residence hall will be directed to the Housing Office for clearance purposes.
 - c. Students who are receiving Veterans benefits will be directed to the Veteran's Office for clearance.
 - c. Submit form to the Office of the Registrar. Obtain a copy of the submitted form for your records.
- II. Special Circumstances
 - a. If a student is ill or otherwise incapacitated and cannot complete the Withdrawal Process, the student must contact (or have someone contact) the Office of the Vice President for Student Affairs immediately.

PUBLICATION

This policy shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Executive will make every effort to:

- Communicate the policy in writing, electronically or otherwise, to the University community, including current and prospective students, within 14 days of Board approval;
- Submit this policy for inclusion in the online Policy Library within 14 days of Board approval;
- Post the policy on the Division of Academic Affairs, Enrollment Management Office and University Registrar web pages and any other related webpage's, all student handbooks, and University catalogs; and
- Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.

REVIEW SCHEDULE

- **Next Scheduled Review:** 04/26/2021
- **Approval by, date:** President, 01/12/2015
- **Revision History:** Prior to 1998; 06/10/2015
- **Supersedes:** None

RELATED DOCUMENTS

There are no related documents associated with this policy.

FORMS

<https://www.nsu.edu/enrollment-management/registrar/forms>