



36.001: Student Withdrawal Policy

Responsible Executive: Vice President of Academic Affairs
Responsible Office: Office of the Registrar
Related Policy:
Approved-On Date: Prior to 1998
Effective Date:
Revision Date:

Policy Statement

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.

Purpose

To ensure students terminating their enrollment before the term ends are withdrawn from their courses, and other departments are appropriately notified, the University requires students to complete the withdrawal form.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.

Procedures

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 Registrar's Office 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.