Unofficial Withdrawal

Summary/Purpose: The effect of an unofficial withdrawal on a student’s federal financial aid.

An unofficial withdrawal is when a student stops attending classes during a term. Although the student did not formally withdraw from the University, the student did not complete the period of attendance for which the federal aid eligibility was based. The Department of Education has informed schools to review grades at the end of each semester. Those students who receive all $F$ and/or $W$ grades for a given term are deemed an unofficial withdrawal.

The Office of Financial Aid identifies all students who received federal aid and whose posted grades were all $F$’s and/or $W$’s. These students are then processed as unofficial withdrawals. Using the midpoint of the semester unless another date can be documented, an unofficial withdrawal calculation is performed for refund purposes.

Each student is notified by letter that it has been determined that the student is an unofficial withdrawal. If the student has attended any of his/her classes past the midpoint date, the student should contact the instructor and have the instructor inform the Office of Financial Aid before the stated deadline in the student’s Unofficial Withdrawal letter. If the instructor has provided the required documentation of a later attendance date by the stated deadline, the new date will be used for the unofficial withdrawal calculation.