

Procedures for Withdrawing from the University

All students admitted to a LSU Health Shreveport academic program are expected to continue enrollment until completion of the program. Students who cease enrollment in ALL classes for a given term will be considered withdrawn, unless the student has received an approved Leave of Absence. For clarification, a student that remains enrolled in one class, has not withdrawn and is still considered enrolled. A student may voluntarily resign beginning with the first day of class through the final day for withdrawal. The withdrawal process is initiated in the designated office for the student's respective school. A Withdrawal Notification Form must be submitted by the designated school official to the Office of the Registrar for students leaving the institution permanently or temporarily. Some academic programs may require additional clearance actions for students leaving the institution. Students returning to the institution after an approved leave of absence or withdrawal must contact their school regarding instructions and requirements for re-entry.

DEFINITIONS

Official Withdrawal: An official withdrawal occurs when a student notifies the institution of his or her intent to withdraw by following the Institution's Withdrawal Process.

Unofficial Withdrawal: An unofficial withdrawal occurs when a student ceases attendance in classes but does not notify the Institution through the official withdrawal process.

Term Withdrawal: Dropping ALL classes for the term or semester constitutes resigning from the term. Some academic programs may automatically withdraw a student from their academic program if they drop all classes for the term or semester in which they are enrolled. Students should consult their program's academic policy prior to dropping all classes.

Program Withdrawal: A Program Withdrawal occurs when a student officially withdraws from their program of study. The Program Withdrawal may occur on the same date of the Term Withdrawal. For program withdrawals, the official withdrawal date will be the date the official written notice is provided by the student to the designated office within his or her school.

Delayed Academic Progression: This status occurs when a student, who has completed the current term, is deemed academically ineligible (i.e. failure to meet minimum GPA requirement after term has ended or received a non-passing grade) to progress to the next term or payment period and is required to sit out one or more terms. Since the student completed the current or most recent term, the student is NOT considered withdrawn from the Institution. Instead, the student's academic studies have been delayed and the student's status will be designated as "Not Enrolled" for all subsequent terms until the student re-enrolls, officially withdraws, or is administratively withdrawn from the academic program. This definition does not apply to students enrolled in the School of Graduate Studies.

Administrative Withdrawal:

(a) The authority to withdraw a student for disciplinary or academic reasons resides with the dean of the school in which the student is enrolled. The dean may delegate this authority to one or more individuals within the school. Any withdrawal initiated by the dean or his/her designee shall be considered an administrative withdrawal. Students who are withdrawn as the result of disciplinary or academic reasons may appeal the withdrawal. During the appeal process, students may or may not be allowed to attend courses at the discretion of the dean or his/her designee. In the case of an appeal, the student's withdrawal date will be the last date of participation in an academic-related activity. Academic-related

activities include, but are not limited to – (a) physically attending a class or clinical instruction where there is an opportunity for direct interaction between the instructor and students; (b) submitting an academic assignment; (c) taking an exam, an interactive tutorial or computer-assisted instruction; (d) attending a study group that is assigned by the institution; (e) participating in an online discussion about academic matters; and (f) initiating contact with faculty member to ask a question about the academic subject studies in the course.

(b) The authority to withdraw a student for failure to comply with selected administrative policies and procedures rests with the Registrar. The Registrar may administratively withdraw a student for failure to pay tuition and fees, failure to meet the conditions of provisional acceptance, failure to meet institutional requirements for immunizations, or failure to comply with other policies or regulations for continued enrollment. Any withdrawal initiated by the Registrar shall be considered an administrative withdrawal. Students who are withdrawn by the Registrar may be readmitted, up to the 14th class day, after submitting documentation which verifies their compliance with the administrative policy in question and have approval from the Dean of his/her school to be readmitted.

Leave of Absence:

Student wishing to take a temporary break in enrollment, for reasons other than academic, must apply for a leave of absence from the Institution. All Leave of Absences from academic programs must be approved by the Dean or designee. Students wishing to take a leave of absence should meet with the designated office within their school to request approval of such action.

If the student's request for a leave of absence is approved, the school's designated office must submit a completed Withdrawal Notification Form to the Office of the Registrar within two business days of the date of the student's request for a leave of absence. The official withdrawal date is the first day of the leave of absence unless the student is granted a special exemption based on the nature and length of the leave and their ability to return during the same academic period and resume studies without incurring any additional financial liability. For enrollment reporting and refund calculation purposes, Leave of Absences will be treated as Withdrawals if the last date of the LOA period extends beyond the end of the term or payment period.

PROCEDURES

Students withdrawing from the University, for any purpose, should meet with the designated office for their respective schools. The school's designated office must submit a completed Withdrawal Notification Form to the Office of the Registrar within two business days of the date they received notice that a student has: 1) given official notice of withdrawal, 2) stopped attending without giving official notice, or 3) failed to return from an approved Leave of Absence. The Office of the Registrar will report changes in enrollment statuses and the date the status change occurred to the Offices of Student Financial Aid and Bursar.

These designated school officials will serve as the point of contact for student withdrawals:

- Allied Health Professions – Dean, Associate Dean for Academic Affairs or Assistant Dean for Student Affairs
- Graduate Studies – Dean
- Medical School – Assistant Dean for Student Affairs

Faculty and staff must refer any student who expresses an unequivocal intent to withdraw to the designated office in their school. When a faculty or staff member determines that a student has stopped attending without giving official notice, they should notify the designated office in the student's school within two business days.

With the approval of the appropriate school official in the School of Allied Health Professions or School of Graduate Studies, students may drop individual courses. Students may not, however, drop all of their courses. Any student who wishes to drop all of his or her courses will cease to be enrolled and must withdraw from the institution.

Students leaving the institution for any reason should contact the Bursar or Student Financial Aid Offices to inquire about tuition and fee refunds.