

Withdrawal from the University

Students who find it necessary to withdraw from the University must fill out a withdrawal form available in the Student Success Center. Students can complete a temporary withdrawal (2 semesters or less) or a complete withdrawal. Students who withdraw for medical or mental health reasons must present appropriate documentation at the time of the withdrawal. These documents will be reviewed by Gannon's Health Center or Counseling Director and could impact any refund as well as conditions for readmission to the University.

The withdrawal process includes an exit interview with staff from the Student Success Center, Student's Academic advisor, Cashier's office, Financial Aid office, the Registrar's office, and, when applicable, the Student Living office, International office, Counseling Center, or Health Center. Students must complete the withdrawal process within two working days from the date they start the process in the Student Success Center. Forms that do not reach the Registrar's office with all of the required signatures will be considered incomplete and the student will not be withdrawn from the University.

Failure to comply with this regulation may result in the assignment of a grade of 'F' for all courses in which the student is currently enrolled and possible separation from the University. The student may also forfeit any right to a refund. Every student receiving a federal grant and/or loan who completely withdraws unofficially within the first 60% of the semester will be subject to a Title IV Return of Federal

Funds review. This review will determine the portion of federal funds the student earned and the portion of federal funds the school must return to

Withdrawal Policy for Students Called to Active Duty

1. The policy is based on the date the student(s) are called:
 - A. If called up between academic week one and through week five, a full refund would be given for all tuition, fees, room and board paid for the semester. The student would be eligible for re-admission upon completion of military duty but must re-apply (at no cost to the student) if away for more than one year.
 - B.

D. Room and board will be frozen in the student's account. No refund will be given on the unused portion.

3. **GU Gold Card** – Students called to active duty and having funds remaining on their GU Gold card may request a refund at the time of withdrawal. Student account charges not related to tuition, fees, room and board will be deducted prior to issuing the refund.
4. All students who are called to military duty will be coded with an “L” and granted temporary leave status and eligible to return for one year without going through the readmission process. Students who are on leave for more than one year would be required to reapply for admission but without any cost.
5. Full refunds and frozen accounts (except for those students taking Incompletes) will be granted without pro-rating for room and board regardless of the date the leave is approved.
6. The University will take steps to simplify and automate the military leave policy and approval. Affected Students will be referred to the Registrar.
7. Students applying for Military Leave are required to submit a copy of their call-up orders.

Academic, spiritual and personal counseling services will be made available to students called up to military service