

WITHDRAWAL / LEAVE OF ABSENCE

Withdrawal from the University

Students may withdraw from the University at any time by following established procedures. Baccalaureate students notify the Office of Student Affairs of their intent to withdraw. A staff member will then meet with the student intending to withdraw to learn more and process the withdrawal.

Associate, certificate and graduate students should notify their program director. The effective date of withdrawal is the date the student initially contacts the University official. No refunds of tuition are given unless the student officially withdraws. Refunds are made on a prorated basis according to the schedules published in the Summary of Financial Procedures, posted on the Student Accounts website (<https://www.stkate.edu/academics/student-accounts/>).

In the event that a student does not respond to outreach after requesting a withdrawal, the withdrawal will be processed two weeks after the initial request to remain in line with federal financial requirements.

Re-Enrollment to the University

Associate Degree Programs

Associate program students enrolled in programs that follow the standard calendar who are away from the University for more than three consecutive terms (including summer) must re-enroll through the Admissions Office when they return from leave and prior to registering for courses.

Associate program students enrolled in the OTA Online program who are away from the University for 2 consecutive semesters must get program director approval before going on leave and must re-enroll through the Admissions Office when they return from leave and prior to registering for courses.

Petitions for re-enrollment after academic suspension must be addressed to the program director or the director of academic advising.

Baccalaureate Program

Students who have been away from the University more than three consecutive semesters apply for re-enrollment through the Office of Admission for the College for Women (CFW) or the College for Adults (CFA). An additional application fee is not charged.

Typically, program requirements established at the time of admission do not change for students who leave the University and return to the same college (CFW or CFA) within two years to complete their programs. Students whose absence from the University extends two or more years are subject to the academic requirements in effect at the time of re-entry. Students who are in programs that lead to licensure are responsible for meeting current licensure standards. For more information, see the Applicable Catalog policy (<http://catalog.stkate.edu/policies/stu-acad/undg/applicable-catalog/>).

Petitions for readmission after academic suspension must be addressed to the director of academic advising.