

ADD/DROP, WITHDRAWAL & LEAVE

Add/Drop Policy

Students may add or drop courses during the first two weeks of the fall or spring 14-week semesters, during the first three days of the winter session, and during the first week of all other sessions.

Course Withdrawal Policy

The course withdrawal policy that applies to undergraduates is the policy in the Undergraduate Catalog, and the course withdrawal policy that applies to graduate students is the policy in the Graduate Catalog, regardless of whether the course in question is an undergraduate course or graduate course.

Students who withdraw from courses between the third and thirteenth week of either the fall/spring semester will receive grades of W on their records. Students who withdraw from courses after the posted deadline for receiving a grade of W will receive grades computed on the basis of all work completed and not completed at the end of the semester. For all other sessions, please consult the Office of the Registrar's web page at <http://www.georgian.edu>. Students must follow published procedures for change of program and pay any designated change of program fee.

Nonattendance or verbal notification, in a semester for which a student has registered, does not constitute an official withdrawal.

Please see separate section below for Withdrawal from University Policy.

Leave of Absence, Maintenance of Matriculation, or Withdrawal from the University

Leave of Absence

There are three types of Leave of Absence: 1) Leave of Absence, 2) Medical Leave of Absence, 3) Involuntary Leave of Absence.

- **Leave of Absence (not medical and not involuntary):** Students may apply for an official leave of absence for up to two consecutive main academic terms. The Request for Leave of Absence form will need to be completed. A leave of absence permits students to maintain the curriculum of record at the university. Students will be allowed to follow the academic program requirements they were following before their leave of absence if they return to the university prior to the start of a third main academic semester. Students leaving GCU to take courses at another institution are not eligible for a leave of absence. Students who do not enroll for a third main academic semester after the start of their leave of absence must re-apply to the university.
- **Medical Leave of Absence:** Students may apply for an official medical leave of absence for up to two consecutive main academic terms. The Request for Medical Leave of Absence form will need to be completed. A medical leave of absence permits a student to maintain the curriculum of record at the university. Students will be allowed to follow the academic program requirements in place before their leave of absence if they return to the university prior to the start of a third main academic semester. Students need an attending physician's approval to return to the university. Students leaving GCU to take courses at another institution are not eligible for a medical leave

of absence. Students who do not enroll for a third main academic semester after the start of their leave of absence must re-apply to the university.

- **Involuntary Leave of Absence:** The Dean of Students may require students to take an involuntary leave of absence from the university. The full involuntary leave of absence policy is in the student handbook. An involuntary leave of absence permits students to maintain the curriculum of record at the university. Students need the Dean of Student's approval to return to the university. Students will be allowed to follow the academic program requirements in place before their leave of absence if they return to the university prior to the start of a third main academic semester. Students who do not enroll for a third main academic semester after the start of their leave of absence must re-apply to the university.

Note: semesters in which a student is on a Leave of Absence are not calculated as part of the six-year time limit for degree completion.

Nonattendance or verbal notification, in a semester for which a student has registered, does not constitute an official withdrawal.

Maintenance of Matriculation

Students who are unable to register for regular courses in a main academic term and are not on an official leave of absence for that term must enroll in the noncredit, ungraded Maintenance of Matriculation course (GRAD555 Maintenance of Matriculation) for that term. Enrollment in Maintenance of Matriculation permits a student to maintain the curriculum of record at the university and access to the university e-mail account, course registration system, and learning management system. Semesters in which the student is registered for Maintenance of Matriculation are calculated as part of the six-year time limit for degree completion. Students may enroll in the Maintenance of Matriculation course for multiple semesters. Students leaving GCU to take courses at another institution are not eligible to enroll in the Maintenance of Matriculation course.

Nonattendance or verbal notification, in a semester for which a student has registered, does not constitute an official withdrawal.

Course description for GRAD555 Maintenance of Matriculation:

Ungraded, noncredit course for matriculated graduate students who are not on a leave of absence but are unable to register for any other course during a main academic term. Course may be repeated multiple times. Semesters in which the student is registered for Maintenance of Matriculation are calculated as part of the six-year time limit for degree completion. Students leaving GCU to take courses at another institution are not eligible to enroll in this course. Charge for this course is a nominal fee instead of a tuition charge.

Withdrawal from the University

If a student decides to withdraw from Georgian Court University, they must complete a Request for Official Withdrawal from the University form and submit it to the Office of Student Success (Jeffries Hall, Room 101). Graduate students must submit an additional copy of the notification of withdrawal to the program director. The official date of withdrawal is the date on which the notification is received by the registrar.

Students who do not enroll for consecutive main terms in either the Maintenance of Matriculation course or another course and are not on an official leave of absence are considered to have voluntarily withdrawn from the institution. Students who have withdrawn from GCU must reapply should they wish to return to the university.

Nonattendance or verbal notification, in a semester for which a student has registered, does not constitute an official withdrawal.