

# UNIVERSITY WITHDRAWAL

Withdrawing from the university is a serious decision which may result in significant academic, personal, and/or financial implications for students. This is why it is imperative that students take the time to **carefully consider all potential ramifications**. Ultimately, the responsibility for this decision lies with the student. Students should carefully consider all the potential benefits and challenges associated with a University Withdrawal before submitting a request, so they fully understand the impact of withdrawing from Pace University. Students are especially recommended to consult with their academic advisor prior to finalizing a request for a University Withdrawal for this reason.

- University Withdrawal vs. Leave of Absence (<https://catalog.pace.edu/graduate/academic/academic-policies-general-regulations/university-withdrawal/#Versus>)
- University Withdrawal Policy (<https://catalog.pace.edu/graduate/academic/academic-policies-general-regulations/university-withdrawal/#Policy>)
- Impacts of University Withdrawal (<https://catalog.pace.edu/graduate/academic/academic-policies-general-regulations/university-withdrawal/#Impact>)
- Timeline for University Withdrawal (<https://catalog.pace.edu/graduate/academic/academic-policies-general-regulations/university-withdrawal/#Timeline>)
- Student Billing/Tuition Responsibility (<https://catalog.pace.edu/graduate/academic/academic-policies-general-regulations/university-withdrawal/#StudentBilling>)
- Financial Aid Considerations (<https://catalog.pace.edu/graduate/academic/academic-policies-general-regulations/university-withdrawal/#FinancialAid>)
- International Students (<https://catalog.pace.edu/graduate/academic/academic-policies-general-regulations/university-withdrawal/#InternationalStudents>)

## University Withdrawal vs. Leave of Absence

The difference between a University Withdrawal and a Leave of Absence (LOA) is both the duration of a student's planned time away as well as their intent to return to Pace to resume their studies in a future semester at the time the request is made:

- A **University Withdrawal** request should be submitted if a student does not intend (or is not able) to continue their studies *and has no immediate plans to resume their studies at Pace in the future* (i.e., within two academic semesters).
- A **Leave of Absence** request should be submitted if a student needs to *temporarily* pause their studies at Pace but intends to resume their studies within two academic semesters (see Leave of Absence policy (<https://catalog.pace.edu/undergraduate/academic/academic-policies-general-regulations/leave-of-absence/>)).

In either case, students may request to resume their studies at Pace through a Resumption of Studies application (<https://www.pace.edu/registrar/forms#resumption-of-studies-form>), however it should be noted that students who leave Pace through a University Withdrawal are subject to different conditions, both financial and academic, if they choose to resume their studies at Pace in a future semester (see Resumption of Studies policy (<https://catalog.pace.edu/undergraduate/academic/academic-policies-general-regulations/registration-policies/resumption-of-study/>)).

## University Withdrawal Policy

Students currently enrolled at Pace who wish to withdraw from the University, effectively ending their status as matriculated students, must meet the following requirements:

- Be a degree-seeking undergraduate, graduate, or doctoral student.
- Be academically eligible to enroll (i.e., not academically suspended or dismissed).
- Complete the University Withdrawal application in its entirety and submit it to the Office of the Registrar.

A University Withdrawal requested during a term in which the student is registered for coursework will result in the withdrawal from **all coursework** for the given term. "W" grades will be assigned for each course, and the student's record will be updated to reflect the university withdrawal.

Pace offers a University Withdrawal for the following reasons:

- Academic (includes transfer to another institution)
- Financial Hardship
- Work Commitments
- Military
- Other (please specify)

## Impacts of University Withdrawal

A University Withdrawal may have the following impacts on students:

- Financial Aid eligibility could be impacted and/or reduced depending on the timing of the University Withdrawal.
- Loan Repayments may be required if a student is not registered in courses.

- All students are subject to university tuition cancellation policies (<https://catalog.pace.edu/undergraduate/general-university/tuition-fees/tuition-cancellation-policy/>) and schedules (<https://catalog.pace.edu/undergraduate/general-university/tuition-fees/tuition-cancellation-schedule/>) regardless of the reason for the University Withdrawal. After the 5th week of most fall and spring courses, students are 100% liable for tuition.
- Residential students who take a University Withdrawal for any reason are required to cancel their housing and move out. Residential students are held to the Housing Cancellation Policy (<https://www.pace.edu/housing/important-housing-dates-policies-and-forms/housing-cancellation-procedures-and-fees>) (part of the Housing Agreement students are required to complete and submit before moving into assigned housing).
- For International students, specifically F-1 visa holders, taking a University Withdrawal for any reason will result in being SEVIS-terminated and loss of visa status. Students will have to depart the U.S. within 15 days. See more details below under the 'International Students' section.
- Students taking a University Withdrawal in any given term are withdrawn from **all** courses for which they are registered.
- Students who seek to return to Pace following a University Withdrawal are not automatically eligible for reinstatement of Pace-funded aid and may be required to complete updated curricular/degree requirements

### Timeline for University Withdrawal

Students requesting a University Withdrawal must submit the University Withdrawal application to the Office of the Registrar during the semester for which the University Withdrawal is requested. Students may also submit a University Withdrawal request for a future semester.

- *Submitting the university withdrawal request **before** the add/drop deadline:*  
If a student is already enrolled for the semester that the University Withdrawal is requested, they must drop all courses. If they do not, their courses will be dropped upon approval of the university withdrawal. Students typically have the first two weeks of a semester to drop their courses without financial obligations.
- *Submitting the leave request **after** the add/drop period of a semester:*  
If a University Withdrawal is requested *after* the start of the term, the student can withdraw from their coursework. If the student does not withdraw themselves, their courses will be withdrawn upon approval of the university withdrawal. The university withdrawal will result in "W" grades for **all** registered courses on the student's transcript. Financial Aid eligibility will be reviewed and may be impacted regardless of a student's reason for the University Withdrawal.

All students are subject to university tuition cancellation policies (<https://catalog.pace.edu/undergraduate/general-university/tuition-fees/tuition-cancellation-policy/>) and schedules (<https://catalog.pace.edu/undergraduate/general-university/tuition-fees/tuition-cancellation-schedule/>) regardless of the reason for the University Withdrawal. After the 5th week of most fall and spring courses, students are 100% liable for tuition.

### Student Billing/Tuition Responsibility

All students are subject to university tuition cancellation policies (<https://catalog.pace.edu/undergraduate/general-university/tuition-fees/tuition-cancellation-policy/>) and schedules (<https://catalog.pace.edu/undergraduate/general-university/tuition-fees/tuition-cancellation-schedule/>) regardless of the reason for the University Withdrawal. After the 5th week of most fall and spring courses, students are 100% liable for tuition.

### Financial Aid Considerations

An important criterion for Federal Aid eligibility is maintaining satisfactory academic progress. Earning W grades can have a negative impact on a student's completion rate and overall academic progress. Consequently, this should be considered and discussed with the Financial Aid department prior to submitting a University Withdrawal request. Students who complete a university withdrawal are also withdrawn from the university for the purposes of Financial Aid. Consequently, loan repayment obligations may be triggered. Students should contact the Financial Aid Office for detailed information on how withdrawals may affect financial aid status, or consult the Financial Aid withdrawal policy (<https://www.pace.edu/financial-aid/policies-and-procedures/return-title-iv-funds-and-withdrawal-policy>) for more information on how withdrawals may impact a student's financial aid.

Please note, Pace-funded merit awards will not automatically be available to students who complete a University Withdrawal if they decide to return to Pace in a future semester through a Resumption of Studies application. In such cases, a student may appeal for reinstatement of these awards, though their availability or reinstatement is not guaranteed.

### International Students

Students with an F-1 visa contemplating a university withdrawal must first consult with an International Student Advisor in the International Students and Scholars (ISS) Office (<https://www.pace.edu/iss/about-us/advising-hours>).

International students, specifically F-1 student visa holders, must attend classes when school is in session. A University Withdrawal from Pace for any reason (academic, personal) except for SEVIS-transfer<sup>1</sup>, will be reported to SEVP/DHS by way of terminating the student's SEVIS-record. As a result, international students will lose their F-1 visa status and must depart from the U.S. within 15 days.

#### <sup>1</sup>SEVIS-Transfer

International students who choose to withdraw from Pace due to acceptance to another SEVP-approved school will follow the same University Withdrawal policy but are not subject to SEVIS-termination. However, they must submit the **SEVIS Transfer Out** request in ISS Connect (<https://issconnect.pace.edu/>) and upload the **acceptance letter from the transfer-in school**.

According to 8 CFR 214.2(f)(8)(ii)(C), the "DSO at the transfer-out school controls the student's SEVIS record until the transfer release date". That said, if classes are in session, the student must attend classes to maintain F-1 visa status until the transfer release date, which will occur as soon as semester ends (the earliest) or by the next semester start date (the latest).