

Academic Withdrawal Policy

There are two types of withdrawals: official and administrative. An official withdrawal begins when the student initiates the withdrawal process. An administrative withdrawal occurs when the University initiates the process for non-attendance, non-payment, academic offenses, or violation of other University policies. Both official and administrative withdrawals may occur only during the specified withdrawal period and refunds will be based on the date the withdrawal was initiated.

Park University reserves the right to withdraw a student from a class or classes if the student does not meet his/her financial obligation, or fails to attend classes. **Any student failing to attend a class(es) for two consecutive weeks without approved excuse will be administratively withdrawn and notified that a grade of "F" will be recorded.** Excused absences can be granted by the instructor for medical reasons, school sponsored activities, and employment-related demands, including temporary duty. The attendance week for recording purposes runs from Monday through Sunday.

Both official and administrative withdrawals from a class(es) must occur no later than the published withdrawal deadline. Students who request an official withdrawal prior to the withdrawal deadline will receive a "W". Students failing to request an official withdrawal by the deadline will receive the grade earned in the course. **Students administratively withdrawn by the University will have a grade of "F" recorded.**

In order to totally withdraw from the Graduate School, students must first initiate a withdrawal from all classes as specified above. Withdrawals must be requested in writing via correspondence, email or fax. Withdrawals by telephone will not be accepted.