

WITHDRAWAL FROM THE UNIVERSITY

A student intending to withdraw from D'Youville University must contact the department Chair or Program Director in person or in writing and submit the proper withdrawal forms to the Student Success Center (<http://www.dyc.edu/campus-life/support-services/centers/student-success.aspx>).

Withdrawal will be considered effective on the date the written intent of withdrawal is received. The procedure is not complete until the written intent has been properly filed with the University.

If the withdrawal procedure is completed mid-semester, courses for which the student is currently enrolled will be assigned the grade of W. No tuition refund will be made after the sixth week of the semester or after dates stated in the summer session brochure.

Discontinuance of attendance, notifying instructors or mere telephone contact with college personnel does not constitute an official withdrawal. Students remain both academically and financially responsible for all courses for which they have enrolled until the withdrawal procedure has been finalized with the Office of the Registrar (<https://dyc0.sharepoint.com/sites/SolutionsCenter/SitePages/Registrar.aspx>).

Students withdrawing from a graduate program must have an exit interview and should see the director of their graduate program for additional information.