WITHDRAWAL FROM THE UNIVERSITY

An enrolled student who wishes to completely withdraw from the university during any term must notify their academic advisor, academic program director, or assistant/associate dean of their college/school of their intent. The notification may be in person or in writing using their Loyola University Chicago email address. A student is considered to be in attendance until such notice has been received by the academic advisor and appropriate steps have been taken to completely withdraw a student from a term. The last date of class activity is the date utilized for both the “W” or “WE” grade and the Office of the Bursar’s withdrawal refund calendar (https://www.luc.edu/bursar/withdrawalschedulechange/calendars/).

A student may be required to withdraw from the university because of academic deficiency, lack of sufficient progress toward completion of degree requirements, failure to adhere to university requirements and/or degree requirements, failure to adhere to university requirements and regulations for conduct, or failure to meet financial obligations to the university.

Complete Emergency Withdrawal

Students facing a significant emergency circumstance (see “Definitions” section below) that prevents them from continuing in or completing an academic term may submit an Intent to Withdraw (https://www.luc.edu/media/lucedu/registrationrecords/provostpdfformsasof2022/Notice%20of%20intent%20to%20Withdraw.pdf) to their primary academic advisor, program director or assistant/associate dean. All requests must be supported by appropriate documentation. The Intent to Withdraw form is reviewed by the academic dean’s office of the student’s primary college/school for approval and processing.

Requests for complete emergency term withdrawals are considered after the last day of a term to drop a course or courses without a grade of “W.” In cases where the student is incapacitated (see “Emergencies Resulting in Student Incapacitation” below for more details), the requests for complete emergency term withdrawals may be submitted by a parent, spouse or legal guardian.

Complete emergency term withdrawals constitute a withdrawal from all classes and may result in final grades of “WE” in all classes for the given academic term. The University does not grant partial withdrawals (i.e., requests to withdraw from some classes but not others) for emergencies. Grades of “WE” have no impact on a student’s cumulative GPA. The “WE” grade has no earned or attempted hours associated with the grade; however, “WE” counts towards attempted hours when determining Satisfactory Academic Progress (https://www.luc.edu/finaid/aid-process/responsibilities/academic-progress/) for continued financial aid eligibility. This policy does not apply in cases where the student has completed final exams or final projects for classes in the term impacted by the significant emergency circumstance. When final grades have posted, students should utilize the Appeal for Change of Academic Record (https://www.luc.edu/media/lucedu/registrationrecords/provostpdfformsasof2022/Appeal%20for%20Change%20of%20Academic%20Record.pdf) form and submit to their primary academic advisor, program director or assistant/associate Dean.

The Office of the Bursar will determine the impact of the Withdrawal on the students account balance in LOCUS. The Student Account Balance will be determined by the University withdrawal calendar Loyola Withdrawal Schedule (https://www.luc.edu/bursar/withdrawalschedulechange/calendars/). The Bursar will not assess any late payment fees after the date of Withdrawal.

Emergencies Resulting in Student Incapacitation

It is required that a complete emergency term withdrawal request be submitted by the student. However, if an emergency situation has resulted in the student’s temporary or long-term incapacity for a period that may extend beyond the one-calendar-year deadline of this policy, the student’s college/school academic dean’s office, the Office of the Dean of Students, a parent (for minors), emergency contact person, or other legally assigned designee may submit a request on the student’s behalf. In such cases, the student’s college/school academic dean’s office may require additional documentation (e.g., letter from medical doctor, hospitalization forms, power of attorney).

Potential Implications

The section below provides a non-exhaustive list and general information on the potential implications of a complete emergency term withdrawal. While the University offers a number of considerations that help support students who are facing emergencies, there are other important factors that should be taken into consideration before submitting a request for a complete emergency term withdrawal. Whenever possible, it is strongly recommended that a student discuss all possible options, including the potential implications of a complete emergency withdrawal with their primary academic advisor.

Financial Implications: Tuition and Financial Aid

Students are strongly encouraged to purchase tuition insurance (e.g., A.W.G. Dewar, Inc.) prior to the start of the academic term.

Note that a complete emergency withdrawal does not automatically result in tuition credit. Please refer to the withdrawal schedule on the Office of the Bursar’s website.

Complete Emergency Withdrawal Procedures During an Academic Term

1. Initial Step- Submit intent to Withdraw form to primary academic advisor

Although it is recommended that the student submit as much information as possible, documentation does not need to specify details of the emergency that may be protected by law or considered private. Documentation must come from a verifiable authority (e.g., community/licensed healthcare provider, police agency, court of law, US military etc.) and minimally confirm the following:

- general description
- date (or time span)
- time, and
- location (if appropriate) of significant emergency circumstance

2. Review and Decision

Requests for a complete emergency withdrawal will be reviewed and decided by the student’s college/school academic dean’s office. Other areas, such as the Office of the Dean of Students, the Office for Equity & Compliance, or Student Accessibility Center, may be consulted in cases where the student was either referred or is being supported by said office.
Additional documentation and/or information may be requested of the student before a final decision is made.

The student will receive a written decision notification no later than 14 business days after receipt of original request via LUC email. If the school is unable to meet the 14 business-days deadline, the student will be notified in writing of the new deadline. If the request is approved, the effective date and further instructions before returning to campus (if necessary) will be provided. The date of the complete emergency withdrawal will be determined by the primary college/school dean's office based on the date of the last academically related activity.

**Post-Emergency Complete Withdrawal Re-Entry Process**

Unless otherwise indicated in the approval notification or by the Office of the Dean of Students in lieu of the Loyola University Chicago Behavior Concerns Team (BCT), the process for returning to the university will follow standard policies and procedures for re-enrollment. Students who were being supported by BCT before withdrawing or are returning because of a mental health hospitalization are required to consult the Office of the Dean of Students for instructions on potential re-entry requirements.

**Definitions**

**Significant Emergency Circumstance** – an unforeseen emergency situation that prevents a student from continuing in or completing an academic term. Some examples include but are not limited to:

- Chronic illness of withdrawing student
- Death of parent/legal guardian or medical issue of a family member and the withdrawing student must become a part-time or full-time caretaker of family member
- Extreme financial hardship
- Mental health condition, serious injury or illness of withdrawing student
- Sudden or consistent lack of transportation which affected the withdrawing student's ability to meet in-person attendance requirements
- Other situations, at the University's sole discretion, which are deemed to result in significant hardship to the withdrawing student

This list includes examples of emergency situations that directly affect the student.