

## Withdrawal and Termination

Students are encouraged to have a consultation with their advisor, the Assistant Dean for Academic Programs & Registrar, or the Dean before filing for withdrawal or accepting termination from a program. While PSR aims to support students in their decisions, in many cases, we have policies and support in place to accommodate and address the reasons for student departure that would be less severe and irreversible.

### **Withdrawal from Program**

Withdrawal severs the relationship between the student and PSR. Committees are dissolved, and it is intended to be an irreversible decision.

If you are considering withdrawing from PSR, please speak with your advisor, the Assistant Dean for Academic Programs & Registrar, or the Dean. As withdrawal is a permanent action, if you should decide to return to PSR later, you would need to re-apply again through Admissions with a full application.

### **Termination of Program**

Students who do not register and do not file for a leave of absence by the end of the fourth week of the semester will be removed from the active rolls and their programs will be terminated. Students on suspension or academic probation who do not fulfill the terms of their agreement to return may also be terminated. At times students who have been terminated have not updated their contact information with PSR, so make sure you update your contact information and check your PSR emails to avoid termination.

Like withdrawal, termination also severs the relationship between the student and PSR. Committees are dissolved, and it is intended to be an irreversible decision. If you should decide to return to PSR later, you would need to re-apply again through Admissions with a full application.

### **Withdrawal from Course**

After the 10th week of courses, if you request to drop a course and obtain the approval of the instructor and the Dean, your course will be marked on your transcript as withdrawn or “W”. This action is subject to [change in schedule fees](#).

**Return of Title IV Funds (R2T4)**

Students who withdraw from all coursework (including going on a Leave of Absence) and who do not complete more than 60% of their term of enrollment must have a portion of “unearned” federal funds returned to their source. For more information on PSR’s R2T4, [please view the policy here](#).

Updated 12/16/16