WITHDRAWAL FROM THE COLLEGE

The College of Saint Benedict and Saint John's University recognize that students may decide to discontinue their enrollment either during the semester or between semesters for a variety of reasons. Students may voluntarily withdraw or seek a leave of absence. There are also circumstances that may result in the involuntary withdrawal of a student.

Voluntary Withdrawal

A withdrawal from college is most appropriate for a student who is discontinuing enrollment at CSB or SJU to attend another college or university or a student who has decided to pursue options outside higher education. The proper withdrawal form must be completed for the withdrawal to be official. Withdrawal forms are available at the appropriate Dean of Students Office.

Leave of Absence

A leave of absence is most appropriate for a student who is temporarily discontinuing enrollment at CSB or SJU for a period of time. Circumstances that may merit a leave of absence include medical situations or family emergencies. The Dean of Students and Office of Academic Advising will determine whether a leave of absence is to be granted. The length of the leave shall be no more than two semesters, one semester being the one in which the student was granted the leave. The proper leave of absence form must be completed for the leave to be considered. Leave of absence forms are available at the appropriate Dean of Students Life Office.

Involuntary Withdrawal

A student may be involuntarily withdrawn if the student is unwilling or unable to voluntarily withdraw and if the Associate Provost for Student Success or Dean of Students deems it necessary to protect the health and safety of the student or others. Any decision must consider not only the overall functioning of the student, but also the broader emotional impact and safety of the campus community.

Academic Transcript

No record of your classes for a term display on an academic transcript if a student voluntarily withdraws, involuntarily withdraws or takes a leave of absence from CSB or SJU during the first 20 days of the semester. Students who withdraw or leave after that date, but before the final 16 class days of the term, receive a grade of "W" for all courses registered for that semester. Official withdrawal or leave during the last 16 class days of any term will be considered on a case-by-case basis.

Refunds

In the event of a voluntarily withdrawal, involuntarily withdrawal or leave of absence pursuant to this policy, the normal tuition refund schedule will apply. If a student leaves the institution before completing 60% of a term, the College or University may be required to return some or all of the federal or state financial aid awarded to the student.

Readmission

Students who have voluntarily withdrawn or taken a leave of absence from CSB or SJU must apply for readmission to the colleges in order to continue their studies. Consult the Admission Office for further information on readmission.

A student who wishes to return after an involuntary withdrawal must submit documentation from an appropriate health professional attesting to the welfare of the student. This documentation must be released to the Dean of Students and will be reviewed in consultation with the Director of Counseling and Health Promotions and others as deemed appropriate. Additionally, the student must apply for readmission to the colleges. Final authority on returning to classes will rest with the Associate Provost for Student Success or the Dean of Students.

Please Note - for information on Withdrawing from a Course, please go to GRADES (https://catalog.csbsju.edu/catalog/academic-programs-policies-regulations/grades/)