



# Maryland University of Integrative Health

*Academic Policy and Procedures*

**No. 6070 Rev.: 2**

**Date: March 22, 2023**

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**Subject: Program and University Withdrawal**  
**Review Period: 2 Years**

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## **1. Purpose**

This policy outlines the rules and regulations for initiating a withdrawal from a program or the University at Maryland University of Integrative Health.

## **2. Policy**

Enrolled students are responsible for initiating the withdrawal process in writing, by completing the [Program or University Withdrawal Form](#) and submitting it to the appropriate Academic Advisor. After the timeline to drop a course has passed, students may withdraw from a course up to 14 calendar days before the course ends, per the course end date in the data portal.

Students who completely withdraw from a program or the University will be refunded all, some, or none of their tuition for the current trimester as described in the [Refund Policy](#). Exceptions to the published Refund Policy will be considered only when requests are supported by written documentation that indicates compelling justification from an employer, physician, or other authority and clearly documents responsibilities and/or commitments that were not pre-existing at the time of registration, a state of emergency, or other grave situation. Exceptions will be reviewed and adjudicated on a case-by-case basis by the MUIH Finance Department and are not to be interpreted as regular MUIH policy.

If the student does not submit a written request to the Academic Advisor to withdraw from the program, the Academic Advisor or Registrar may initiate an administrative withdrawal after three trimesters of inactivity.

A student who withdraws and seeks to return to the institution must contact the Graduate Admissions Office. The reapplying student must fulfill all current admissions and curriculum requirements that are in place upon requesting readmission and pay all fees prior to being considered for readmission. A student

may be subject to additional requirements or conditional requirements for reinstatement. Re-acceptance is not guaranteed.

## **2.1 Involuntary Withdrawal**

Subject to the University's duties under the Americans With Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 as amended (as they may be amended from time to time), a student may be asked to withdraw voluntarily or may be administratively withdrawn involuntarily from the University when the student:

- Poses a direct threat to the health or safety of self or others; or
- Has interfered with the rights of other students, faculty, staff, or other members of the educational community or with the exercise of any proper activities, functions, or duties of the University or its personnel, or has repeatedly harassed any member of the University community.

## **2.2 Grades Associated with Withdrawal**

Students who withdraw from the University shall have all unassigned grades converted to a "W". Incomplete grades will be converted to an "F".

## **3. Procedures**

To withdraw from a program or the University, students must complete and submit the [Program or University Withdrawal](#) form.

## **4. References**

Program or University Withdrawal Form

<https://muih.edu/academics/office-of-the-registrar/student-policies/>

Refund Policy

<https://muih.edu/admissions/student-consumer-information/>

## **5. Approval and Revisions**

Approved June 19, 2020 by Provost & Vice President for Academic & Student Affairs, Christina Sax, Ph.D.  
Approved May 25, 2022 by Provost & Vice President for Academic & Student Affairs, Christina Sax, Ph.D.

REVISION #2

2. Policy –Clarified that after the timeline to drop a course has passed, students may withdraw from a course up to 14 calendar days before the course ends.

2.2 Grades Associate with Withdrawal – Added this section to more clearly communicate how unassigned course grades will be processed in the event of a University withdrawal.

Approved April 3, 2023 by Provost & Vice President Academic & Student Affairs, Christina Sax, Ph.D.