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**Subject: Unofficial Withdrawal Policy**

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1. Purpose	1
2. Policy	1
2.1 Unofficial Withdrawal	1
2.2 Academically-Related Activity	1
2.3 Student's Financial Liability	2
3. Procedures	2
4. References	2
5. Approval and Revisions	2

## **1. Purpose**

This policy clarifies the criteria for an unofficial withdrawal and the student's financial liability when these criteria are met.

## **2. Policy**

### **2.1 Unofficial Withdrawal**

Maryland University of Integrative Health students who fail to complete any academically-related activity (see official university definition below) in a course are assigned a grade of "U" (Unattended). Students who complete at least one academically-related activity receive the grade earned (see [Policy 6035 Grading in Academic Courses](#) for more details). A financial aid recipient who does not pass any courses in a trimester (i.e., receives all F and/or U grades) without officially dropping the course(s), withdrawing from the course(s), or withdrawing from the University is considered an "unofficial withdrawal".

### **2.2 Academically-Related Activity**

Academically-related activities include, but are not limited to:

- physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- submitting an academic assignment;
- taking an exam, an interactive tutorial, or computer-assisted instruction;
- attending a study group that is assigned by the school;
- participating in an online discussion about academic matters; and

- initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Academically related activities do not include activities where a student may be present, but not academically engaged, such as:

- logging into an online class without active participation; or
- participating in academic counseling or advisement.

### **2.3 Student's Financial Liability**

Students are responsible for understanding and abiding by the University's [Payment and Refund Policy](#). By completing registration, the student agrees to pay the total amount of tuition and other charges set forth, whether the student attends these courses or not. It is the student's responsibility to drop or withdraw from any courses that they did not attend or plans to not complete. Students who do not drop or withdraw will be charged in full.

## **3. Procedures**

Per federal regulations, schools are required to review students who received federal financial aid and have not received any passing grades within a trimester. In these cases, the Financial Aid Office will seek documentation of the student's participation for the trimester.

- If it is determined that a student never began attendance or participation in all courses (i.e., received all U grades), the student's aid will be returned in full.
- If a student receives all F grades and/or a combination of F and U grades, the Financial Aid Office must perform a review to determine if the non-passing grade was earned. The Financial Aid Office will contact the instructor(s) to determine the last date of attendance, or academically-related activity, and that date will be used to calculate the return of funds. If the last date of attendance or academically-related activity cannot be determined, the mid-point date of the trimester will be used as the date of unofficial withdrawal and the date used to calculate the return of funds.

Additionally, these determinations may impact current and future financial aid. The University must make the determination as soon as possible but no later than 30 days after the end of the trimester.

Any return of financial aid funds may cause a balance, which the student will be responsible for paying. Contact the Financial Aid Office for up-to-date information about financial aid withdrawal processes.

## **4. References**

Payment and Refund Policy

<https://www.muih.edu/academics/student-policies>

Policy 6035 Grading in Academic Courses

<https://www.muih.edu/academics/student-policies>

## **5. Approval and Revisions**

Approved June 21, 2019 by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.

- Revision 1

Failed Non-Attendance Grades were changed from "FN" to "U".

Approved August 14, 2019, by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.