



**Policy Number: 20**  
**Revision: 4**  
**Updated: 07/07/2020**

## College Withdrawal Policy

### **I. POLICY STATEMENT**

Students may voluntarily withdraw from California Northstate University College of Pharmacy at anytime during the academic semester. The student will receive a “W” on their transcript for all classes after the third week of the semester. Informing California Northstate University College of Pharmacy, the academic department or instructor does not constitute official withdrawal from the program. All withdrawals must be processed by the Office of the Registrar to be official.

### **II. PURPOSE**

The purpose of this policy is to establish a uniform policy for voluntary withdrawal from California Northstate University College of Pharmacy.

### **III. SCOPE/COVERAGE**

All CNU COP students

### **III. PROVISIONS:**

- A.** Students must submit an Official College Withdrawal Form to the Office of the Registrar.
- B.** A student must meet with and receive signatures from, the Registrar, the Financial Aide Coordinator, the Associate Dean of Academic Affairs and the Dean before the form can be filed with the Office of the Registrar.
- C.** A student that officially withdraws from the university may apply to the university in the future; however, there is no guarantee for admission, as all applications are reviewed against the current applicant pool. The admission decision resides with the Admissions Committee.
- D.** The original completed Withdrawal Form is to be filed in the Office of the Registrar.
- E.** Copies of the completed Withdrawal Form will be provided to the Dean, Associate Dean of Academic Affairs, Assistant Dean of Admissions and Student Affairs, Financial Aide Coordinator, Bursar, I.T. Director and the Admissions Advisor.