Withdrawal **AFTER** the deadline to withdraw has passed

**STEP 1: DISCUSS THE POSSIBILITY OF RECEIVING A GRADE OF “INCOMPLETE” WITH PROFESSORS**

Students who have an unforeseeable and/or unavoidable illness or emergency which occurs after the last day to withdraw should pursue grades of incomplete by speaking with each professor.

Students receiving a grade of “I” will have one calendar year to complete the work or the grade will become an “IF” and is calculated in your GPA as an “F”. Visit the Academic Bulletin for detailed information: bulletin.miami.edu/general-university-information/undergraduate-academic-procedure-information/grades/grading-system/.

Otherwise grades will be calculated based on work completed, with a “0” for uncompleted work.

**STEP 2: MEET WITH A ‘CANE SUCCESS CENTER ADVISOR**

Although the deadline has passed, students interested in submitting an appeal to be considered for withdrawal would initiate the appeal process by meeting/speaking with a 'Cane Success Center advisor.

**2A: INTERNATIONAL STUDENTS**

In addition to meeting with a 'Cane Success Center Advisor, ALL F-1 or J-1 Visa students are required to meet with an International Student and Scholar Services (ISSS) Advisor to finalize their plans regarding withdrawal.

Once ISSS has terminated an international student's SEVIS record, the student has 15 days from the termination date to depart the U.S. 305-284-2928, iss@miami.edu

**2B: STUDENT EMPLOYEES**

Federal Work Study (FWS) Students must be enrolled in at least 12 credits and Student Assistants must be enrolled in at least 6 credits to be eligible to work.

If the student is no longer enrolled, they must notify the Office of Student Financial Assistance and Employment of their change in status.

The student should update their preferred address in Workday to ensure that any final pay checks and W-2s are mailed to the correct address.

**STEP 3: SUBMIT A WITHDRAWAL DATE APPEAL FORM**

The student should follow the instructions found on the Appeal Form at miami.edu/withdrawalappeal.

Submit Appeal Form and all supporting documentation to the Office of the Registrar for consideration.

Appeal committee meets on a monthly basis.

Appeal must be submitted within 30 days of the withdrawal request made with the 'Cane Success Center, or the end of the semester in question, to be considered.

Appeals can affect a student’s academic record and tuition refund ONLY.

Appeals DO NOT impact a student's date of last attendance as reported to federal and state agencies as part of the Return to Title IV calculation. See details regarding impact of withdrawing on financial in Step 7 below.

All appeal decisions are final.

Appeal denials will result in the grades earned being reflected on the student’s transcript.

**STEP 4: COURSES ARE NOT REMOVED FROM CANELINK**

The ‘Cane Success Center forwards withdrawal requests to the Office of the Registrar to begin the appeal process.

The student should note that until an appeal is received and a decision rendered, classes will remain on their CaneLink account and grades may be posted.

Grades posted will reflect the student’s earned grade in the course.
**STEP 5: HOUSING**

The student must notify the Housing and Residential Life Department, located in Eaton Room 153 that they have withdrawn.

If the student is no longer attending classes, they will be required to vacate University Housing.

For details, the student should contact: H&R Life Telephone: 305-284-4505. Email: housing@miami.edu.

**STEP 6: OTHER SERVICES**

- **Dining:**
  
  Request for cancellation of the meal plan must be submitted in writing to the department of Auxiliary Services and may result in a penalty.

  Refunds are prorated, based on usage.

  All releases happen on Mondays. diningservices@miami.edu

- **Parking:**
  
  Parking permits may be returned, and a refund may be issued on a prorated daily basis.

  No refunds will be issued unless the permit is physically returned to the Parking and Transportation Services department, McKnight Building, Suite 100, 5807 Ponce De Leon Blvd. 305-284-3096.

- **CaneCard:**
  
  When the withdrawal process is completed and the student is “discontinued” in CaneLink, all CaneCard access will automatically be deactivated.

- **Student Health Insurance:**
  
  If the student enrolled in the University Health Insurance program, Student Health will need notification of withdrawal. Refunds are possible based on the student’s situation. 305-284-9100, studenthealth@miami.edu

- **Library Books:**
  
  Return all library books.

- **CaneLink:**
  
  Once a student registers at any point with the University of Miami, they will always have access to portions of their CaneLink account, even after they are withdrawn, including ordering transcripts.

  All UM students keep their UM email address for life.

- **Transcript Requests:**
  
  Students can request official transcripts on their CaneLink account.

  Holds and past due balances will affect a student’s ability to access their official transcripts until the account is in good standing.
STEP 7: FINANCIAL AID AND MERIT SCHOLARSHIP RECIPIENTS

Withdrawing or dropping below full-time status can have a significant impact on financial aid awards and future eligibility. The student must meet with a financial aid advisor to ensure that they have all the information needed to make an informed decision regarding withdrawal.

Office of Student Financial Assistance and Employment
Whitten University Center, Suite 2275
1306 Stanford Drive
Coral Gables, FL 33146
ofas@miami.edu
305-284-6000

Walk-in Advising:
Mondays, Tuesdays, Thursdays, and Fridays, 8:30 a.m.–5:00 p.m.
Wednesdays, 10:00 a.m.–5:00 p.m.

STEP 8: TUITION REFUND INFORMATION

Students are not eligible for refunds at this time.

Once the appeal process has been completed and a decision rendered by the committee, it is possible that a refund may be awarded.

STEP 9: READMISSION TO THE UNIVERSITY

The readmission process will depend on the outcome of the appeal process.

If the appeal results in no Ws being reflected on the student's transcript, the student will need to submit an application for readmission in order to return to the University.

If the appeal results in Ws being reflected on a student's transcript, the student can return in the very next semester as a "soft readmit" by emailing the Registrar's Office at registrar@miami.edu and asking to be term activated for the subsequent semester.

However, if a major semester is missed after the withdrawn semester, then an application for readmission will need to be submitted in order to return to the University.

If the appeal is denied, the earned grades will remain on the student's transcripts and the student can choose to continue at the University or withdraw in the subsequent term.

If at any time a student is not enrolled in a major semester (fall or spring), then an application for readmission will need to be submitted in order to return to the University.

Holds on the student's account will delay the readmission process. The student should ensure that their account is in good standing with no Holds or To Dos noted in CaneLink.

The student should refer to the Academic Calendar for readmission, academic advising, and registration dates: miami.edu/index.php/registrar/calendar.

<table>
<thead>
<tr>
<th>WD with appeal</th>
<th>Returning to UM the NEXT semester (summer not included)</th>
<th>Returning to UM after missing Fall or Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>During Appeal Process</td>
<td>Course Select, while appeal is pending*</td>
<td>Readmission Application Required</td>
</tr>
<tr>
<td>Appeal approved with no Ws</td>
<td>Readmission Application Required</td>
<td>Readmission Application Required</td>
</tr>
<tr>
<td>Appeal approved with Ws</td>
<td>Email to Registrar</td>
<td>Readmission Application Required</td>
</tr>
<tr>
<td>Appeal Denied</td>
<td>Email to Registrar</td>
<td>Readmission Application Required</td>
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* May need to submit an application for readmission IF appeal is granted and no Ws are awarded as part of the appeal.