Withdrawal General Information (FAQs)

- **NEW STUDENTS (FRESHMEN AND TRANSFER), WHO HAVE NEVER ATTENDED UM, SHOULD WITHDRAW BY NOTIFYING THE OFFICE OF UNDERGRADUATE ADMISSION AT 305-284-4323.**

  If the student enrolled in courses but decided not to attend the University, failure to notify the Office of Undergraduate Admission prior to the first day of classes could result in a balance due.

  New students are not eligible for “readmission” to UM. In order to return to UM at a later date, new students must start the admission process from the beginning.

- **CONTINUING STUDENTS - IS THERE A DEADLINE TO WITHDRAW FROM THE UNIVERSITY?**

  Yes. Please refer to the Academic Calendar* for drop deadlines. This will provide information as to the impact of withdrawing on a student's academic record – whether Ws will be reflected on a student's transcript or not.

  Students MAY NOT withdraw AFTER the last day to drop a class (typically after the 10th week of the semester). A Withdrawal Date Appeal may be submitted for consideration but does not guarantee withdrawal from the term in question.

  - Students who have an unforeseeable and/or unavoidable illness or emergency which occurs after the twelfth week should pursue grades of incomplete by speaking with each professor; otherwise grades will be calculated based on work completed, with a “0” for uncompleted work.
  - If incompletes are not possible or feasible, a Withdrawal Date Appeal can be submitted for consideration. Visit miami.edu/withdrawalappeal for complete information.

  * Student should always refer to the Academic Calendar for important deadlines. miami.edu/index.php/registrar/calendar/

- **IS THE STUDENT ELIGIBLE FOR A REFUND IF THEY WITHDRAW?**

  Tuition refunds** follow the University's refund policy and are based on the date the student initiates the withdrawal process with the ‘Cane Success Center.

  If the student is withdrawing due to an unforeseeable and/or unavoidable illness or emergency, an appeal can be submitted to be considered for an earlier withdrawal date, which may impact a student's refund amount and/or academic record. The student should visit www.miami.edu/withdrawalappeal for complete information.

  **Students should refer to Refund Schedule for the University's refund policy: http://www.miami.edu/finance/index.php/student_account_services/refund_schedule_and_policy/

- **WHAT SHOULD THE STUDENT DO IF THEY WITHDRAW FROM THE UNIVERSITY?**

  Student should follow the steps outlined in miami.edu/withdrawal based on the timeline of withdrawal.

  In order for an undergraduate student to withdraw completely (dropping ALL classes) from the University, they are required to meet or speak with a ‘Cane Success Center advisor. All classes may not be dropped by using the CaneLink registration system.

  Only a ‘Cane Success Center advisor can initiate the withdrawal process for removing classes from a student's schedule. Students who do not meet with a ‘Cane Success Center advisor may be responsible for charges incurred from classes remaining on the student's CaneLink account.

  During the meeting, the ‘Cane Success Center advisor and student will cover implications of withdrawing, answer any questions and complete a formal withdrawal form which establishes the official withdrawal date. The withdrawal form is then submitted by the ‘Cane Success Center to the Office of the Registrar for processing.
If withdrawal is prompted by financial concerns, and the student has not already done so, the Office of Student Financial Assistance Services and Employment must be contacted to see if there are financial aid options available to help avoid withdrawing.

Withdrawing will affect a student’s ability to meet Satisfactory Academic Progress and may negatively impact future aid eligibility.

For further details on the impact of withdrawing on financial assistance refer to the financial assistance handout.

The ´Cane Success Center advisor forwards the withdrawal form to the Office of the Registrar.

The Office of the Registrar informs the Office of Student Account Services of the effective withdrawal date on record. This determines any refund amount or balance due on the student’s account.

This process can take up to 14 business days to complete.

Students with holds on their account may experience additional delays.

Once cleared by the Office of Student Account Services, the Office of the Registrar will update the student’s CaneLink account with the appropriate academic record based on the date of withdrawal.

Yes. Students in good standing with no balance due or negative record on their account are eligible for readmission.

The student should refer to the various withdrawal scenarios in the following sections to understand the particular readmission process for each scenario.

It is our hope that students reach their goal of graduation from UM. Our policies have been developed to facilitate that outcome while maintaining our academic standards.