

WITHDRAWAL POLICIES

Note: for information about refunds after withdrawals, please see the institutional refund policy or contact the Financial Aid Office.

Residential Campuses - Withdrawal from the University

Ottawa University will consider a student actively enrolled for course(es) unless notified in writing by the student that he/she has withdrawn. A student's withdrawal from the University and associated tuition refunds (if any), are determined based on the date of written withdrawal notification and the last date of attendance. Withdrawal forms are available in the Adawe LifePlan Center. Contact your Advisor/Mentor, who will facilitate the process by ensuring that all necessary student service departments are notified in order to provide guidance to the exiting student as needed. Timely and written notification is required. Withdrawal ("W") will appear on the transcript for any withdrawal initiated after the third week of classes.

Residential Campuses - Withdraw from a Course

Students should check the Calendar for applicable add/drop/withdrawal dates and notify their Advisor prior to that deadline.

Students who wish to withdraw from a course must do so by contacting their Adawe Advisor/Mentor. Notifying the instructor does not constitute initiation or completion of the withdrawal process. Students are strongly encouraged to officially withdraw from any course as quickly as possible once the decision to not complete has been made. Students who withdraw from a course (with or without participation) after the course has started will be obligated for a percentage of the tuition according to the percentage of class meetings that have been held. Students cannot voluntarily withdraw from courses after six (6) weeks of the term. A grade of "W" will appear on a transcript for any withdrawal initiated after the add/drop period; a "W" has no negative effect on GPA but may impact Satisfactory Academic Progress. Failure to continue as an active participant and turn in assignments in a timely fashion without formal withdrawal may result in a grade of "F". Repeated failures/withdrawals may result in probationary or dismissal actions.

Adult Professional and Graduate Studies - Withdrawal from the University

Students wishing to officially withdraw from the University's domestic locations should notify the University Registrar. International students should contact the Dean of International Programs.

Adult Professional and Graduate Studies - Withdrawal from a Course

Courses may be added or dropped, with advisor and/or instructor approval, if done within 6 business days of the beginning of the term. Students wanting to drop courses should first consult their instructor and their academic advisor. Drops may be done through the My Ottawa portal.

Students may drop courses during the first 6 business days without a notation appearing on the official transcript. After the first 6 business days, a grade of “W” will be posted with the dropped course and will appear on the official transcript.

Changes in registration may affect refunds or result in additional fees. Students may not withdraw from courses after 75 percent of the term has elapsed.

Military Deployment Procedures

Ottawa University is committed to providing quality education and support to members of the military community. We recognize that military life is often unpredictable and there may be times when military obligation interferes with a student’s ability to complete courses.

The following options exist for students called to active duty or deployed from their normal duty stations during an academic term/semester. Routine trainings and field exercises are NOT considered deployments under this policy.

Withdrawal from a Course – Military Deployment

- Standard academic policy will be followed for students deployed during the published drop period for the term/semester.
- Students may drop courses during the stated periods without incurring any charges. Dropped courses will not appear on the student’s transcript.
- Students are responsible for completing the Course Drop Form through the student portal, no additional documentation is required.
- Service members using Federal Tuition Assistance must also notify their branch’s Education Office.

Withdrawal after “drop” period – Military Deployment

- Note: The option to withdraw after 75% of the term/semester (Week 6 for 8-week terms and Week 11 for semesters) is only available to students under this policy.
- Transcripts will indicate the withdrawal was due to Military obligation as a transcript note.
- The standard refund policy for the term/semester, found in the University Catalog, will be followed. The institutional refund policy for drops/withdrawals from scheduled courses is based on the student’s Last Date of Attendance in the given course.
- Students using Federal Financial Aid need to be aware that upon withdrawal of all credits in a given term, Federal and Institutional refund calculations will be completed and pending financial aid disbursements canceled. Students should contact the Director of Financial Aid at 602-749-5120 with any questions regarding the Federal Financial Aid refund process.
- Service members using Federal Tuition Assistance must also notify their branch’s Education Office.

- Required Documentation: students must submit a copy of deployment/mobilization orders and a signed copy of the Ottawa University Military Deployment Policy within 5 business days to their Academic or Adawe Advisor, who will notify the VA Certifying Official and the Registrar.
 - Documentation signed by student's Commanding Officer may be accepted if orders are unavailable.

No-Credit Option – Military Deployment

- A grade of “NC” may be assigned by the instructor when a student has participated in at least 51% of a term/course.
- For a grade of “NC” to be changed to a letter grade, the student must successfully complete all course requirements as determined by the instructor of record.
 - Sole responsibility for completing and submitting class requirements belongs to the student.
 - If the grade of “NC” is not changed by the instructor within one calendar year from the end of the original course, the “NC” will become a permanent part of the student's academic record.
 - Students using Federal Tuition Assistance through the Military need to be aware of the policy for their Branch of Service regarding the replacement of incomplete (No Credit) grades.
 - Army & Air Force: within 120 calendar days of course end date
 - Navy, Marine Corps & Coast Guard: within 6 months of original course completion date
 - Service members using Federal Tuition Assistance must also notify their branch's Education Office.
 - Required Documentation: students must submit a copy of deployment/mobilization orders and a signed copy of the Ottawa University Military Deployment Policy within 5 business days to their Academic or Adawe advisor, who will notify the VA Certifying Official and the Registrar.
 - Documentation signed by student's Commanding Officer may be accepted if orders are unavailable.