Withdrawal from School

A student may request to withdraw from the School of Theology by submitting the request in writing to the Dean of the School of Theology. The letter should describe in detail the reasons for the request. If medical conditions cause or contribute to the request, they must be documented by a licensed professional in the field (physician, therapist, etc.). Withdrawal is granted only upon approval by the Dean. The Dean may impose conditions for reinstatement, and reinstatement is not guaranteed.

A student in good standing who timely completes the requirements of an academic term may be granted a leave of absence starting with the next term for a maximum leave of two years. Students who wish to reenroll following a leave of absence may, in the Dean's discretion, be reinstated within two years without repeating the complete process of admission.

A student in good standing may request to withdraw during an academic term by submitting a written request to the Dean describing in detail the reasons for the request. If the withdrawal is granted, normally the grades of W or WF will be assigned for each current course, depending on the student's work in that course up to the time of withdrawal. At the Dean's discretion, the student may be reinstated within two years without completing the full process of admission. A letter to the Dean explaining how the circumstances leading to the withdrawal have been resolved is always required for reinstatement, and the Dean may impose further conditions for reinstatement.

A student not in good standing may be allowed to withdraw during or at the end of a term by submitting a written request to the Dean describing in detail the reasons for the request. If the withdrawal is granted, normally the grades of W or WF will be assigned for each current course, depending on the student's work in that course up to the time of withdrawal. At the Dean's discretion, the student may be permitted to apply for readmission, but the whole process of application must be repeated.

For information concerning refunds of tuition, see the section "Policy on Financial Refunds for Withdrawal."

Reinstatement

A form for reinstatement may be obtained from the Office of Academic Affairs. The completed form and any supporting documents should be submitted to the School of Theology Coordinator of Academic Affairs. The Associate Dean for Academic Affairs will review the information and add comments as appropriate for the Dean to determine if reinstatement is warranted.

Change of Program

On occasion, a student may determine a different degree or program of study is more appropriate to their objectives. A change of program form may be obtained from the Office of Academic Affairs, and the School of Theology Coordinator of Academic Affairs can advise the student of any supporting documents that may be required. The Associate Dean for Academic Affairs will review the information in consultation with the Dean to determine if a change in program is appropriate.

Because the issues involving immigration and financial aid are highly complex, international students should not expect to change degree programs before completion of the degree to which they have been admitted.