ADMINISTRATIVE AND UNIVERSITY WITHDRAWAL

Students who do not maintain continuous enrollment (a minimum of one course during the semester – certain student populations may have stricter requirements) at Concordia University Chicago from semester to semester (fall and spring, excluding summer) will be administratively withdrawn from the University if students are not enrolled in any terms that semester per CUC's academic calendar or unless the student is eligible, successfully files for, and is granted a leave of absence (https://catalog.cuchicago.edu/graduate/academic-information/leave-of-absence/). Please note that students whose Leave of Absence is expired based on their Leave of Absence documentation will be administratively withdrawn from the University. Students can learn more about their options by reading the Leave of Absence (https://catalog.cuchicago.edu/graduate/academic-information/leave-of-absence/) policy. Students that are administratively withdrawn are invited to apply for readmission. Students can learn more about their options by reading the Readmission (https://catalog.cuchicago.edu/graduate/academic-information/readmission/) policy. Please note that financial assistance, readmission, and program progression may be impacted if a student is administratively withdrawn.

University withdrawal is intended for students who wish to permanently discontinue their studies. Graduate students who desire to withdraw from the University are to consult with their Graduate Program Specialist (GPS) and submit the University Withdrawal/Leave of Absence form. Failure to follow this procedure may result in a grade of F rather than a grade of W.

International students requesting a withdrawal from CUC should contact the International Student Services at ISS@cuchicago.edu (CISS@cuchicago.edu) or view the Early Authorization Withdrawal (https://catalog.cuchicago.edu/graduate/international-students/) policy.

Withdrawal Policy for Military Educational Benefits Recipients

Degree-seeking students who desire to withdraw from the University due to deployment are to consult with the Office of the Dean of Students and fill out the University Withdrawal/Leave of Absence form. Withdrawal is not official until specific responsibilities have been met. Failure to follow this procedure may result in a grade of F rather than a grade of W.

Students who do not maintain continuous enrollment at Concordia University Chicago from semester to semester will be withdrawn from the University as of their last semester of attendance, unless the student is eligible and files for Leave of Absence status.