



The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK

POLICY TITLE: Withdrawal from a Graduate Program or from Non-degree Status

OVERVIEW: An explanation of the process for withdrawing from a graduate program.

OFFICE/DEPARTMENT RESPONSIBLE: Graduate Studies

DATE UPDATED: June 2009

Withdrawal from a Graduate Program or from Non-degree Status

On occasion, a matriculated graduate student may wish to withdraw from a graduate program. Similarly, a non-degree (non-matriculated) graduate student may wish to withdraw from non-degree status.

In either case, the student must take **two** actions:

1. **Withdraw from either graduate program membership or from non-degree status** by providing **written** notification to the Office of Graduate Studies of his/her intent to withdraw from either the graduate program or from non-degree status. **Note:** If a matriculated student withdraws from classes, but not from his/her program, s/he will continue to be listed as a graduate student. Over time, the student in such a circumstance would continue to be notified about policy violations and would eventually be dematriculated for lack of registration (See Graduate Continuous Enrollment Policy).

AND

2. **Withdraw from courses.** Contact the Office of Registration and Records for information on **course withdrawal**. **Note:** Withdrawal from a graduate program or from non-degree status does not automatically withdraw students from courses.