

Haas School of Business

PhD Program

GRADUATE WITHDRAWAL POLICY

Before you withdraw, be sure to discuss the matter with your faculty advisor and with the PhD Program office. It is important to get as much information as you can. It is also especially important to know that you are not automatically guaranteed readmission if you withdraw. The group may ask you to reapply as part of the applicant pool being considered for admission at that time. If the faculty in your group decide that your application is not as strong as the others, you will not be readmitted.

Guide to Graduate Policy:

<http://grad.berkeley.edu/policies/ggp/ggp.pdf>

D1.9 Withdrawal

If instruction has already begun and a student wishes to discontinue study, a withdrawal must be formally requested and processed by the student's department. By withdrawing, enrollment in all classes will be dropped and a student will no longer be able to attend for that semester or any future semester unless readmitted by the department. *Any student considering withdrawing should consult with his or her department since readmission is not guaranteed. A department is not obligated to readmit any student who has withdrawn.*

How students who are citizens and permanent residents of the United States withdraw from the University. Students must approach their departments to process their withdrawal requests, which are done through OLADS (Online Add/Drop System). Students may withdraw up to and including the last day of a given semester. The withdrawal covers the entire semester. However, students who withdraw may still be responsible for some or all of their registration fees. The amount of fees that a student may still owe is prorated according to the effective date of the withdrawal. See the Registrar's website (<http://registrar.berkeley.edu/Registration/canwd.html>) for more information as well as to determine the exact percentage of fees owed for any given withdrawal date.

How international students (F and J status) withdraw from the University. International students should remain registered at all times. However, continuing students may withdraw for extremely limited reasons and remain in compliance with the

federal Students and Exchange Visitors Information System (SEVIS) requirements. Before applying for withdrawal through his or her department, the international student must meet with an adviser at the Berkeley International Office (International House, 2299 Piedmont Avenue; 642-8189). If an international student fails to register or withdraw without consulting with BIO, his or her visa will be in jeopardy, which could result in deportation and denial of reentry to the United States.

Retroactive withdrawal. Students who want to withdraw after the semester has ended must complete a "Notice of Withdrawal" form available from the Registrar's website (<http://registrar.berkeley.edu/electforms/RetroWDPet.pdf>). Retroactive withdrawals cannot be processed online. Submit the form to Graduate Services Degrees (318 Sproul Hall) and a memo of explanation and support from the Head Graduate Adviser to Associate Dean Joseph Duggan. If the request is approved, the Withdrawal form will be forwarded to the Registrar's Office for processing.

Conditions of withdrawal status. Graduate students who withdraw may not use any University facilities except those available to the general public, and they may not make demands on faculty time.

To register for subsequent semesters, students must apply for readmission and obtain the approval of the Head Graduate Adviser in their department. A student who chooses to withdraw is not guaranteed readmission. See Section D2.1, "Readmissions," below.

Health insurance for students on withdrawal status. Graduate students who withdraw to perform field research or to work on their dissertations are eligible to apply to purchase SHIP enrollment. However, they may only enroll in SHIP for a maximum of two semesters in a non-registered status. For example, if a student purchases SHIP for two semesters during which he or she is withdrawn, the student is ineligible to purchase SHIP while on filing fee status. See the University Health Services website (<http://uhs.berkeley.edu/students/insurance/FilingFee.shtml>) for enrollment procedures and costs.

D2.1 Readmission

Readmission applies to all students who have ever been registered as graduate students in any program at Berkeley, who have left the University due to a semester withdrawal or the completion or discontinuance of a graduate degree program. No matter how long ago the student was registered as a graduate student, he or she must apply for readmission, not admission, when planning to reenter the University.

It is important for students to note that a department is not obliged to readmit any student who has withdrawn for any reason, including an official medical withdrawal. Readmission is granted at the sole discretion of the department which assesses the strength of the student's academic record in weighing its approval. Although a student may have left having made satisfactory academic progress, some departments weigh petitions for readmission against their pool of new applicants for admission who may be stronger candidates. To apply for readmission, a student should submit the "Application for Readmission — Graduate Students" for the department's head graduate adviser to endorse, signifying the program's approval, and forward it to Graduate Services Degrees (318 Sproul Hall). The student must pay a readmission processing fee. Applications are available at the Registrar's website (<http://registrar.berkeley.edu/GeneralInfo/elecforms.html>).

Received on:

Student's Signature: _____

