Request for Course Withdrawal

Mid-Atlantic Christian University

Course withdrawal between the 3rd and 10th weeks of the semester for on-campus courses OR the 2nd and 5th weeks for an online course: (check current academic calendar for dates)

POLICY AND PROCEDURE

- To withdraw from a course after the second week of the regular semester (or after the first day for an intensive course)
- A grade of **W** will be entered on the student's academic record
- A $20.00 change fee assessed
- There is no tuition refund for course withdrawal

After the 10th week of the semester for on-campus courses or 5th week of an online course: (check current academic calendar for dates) Students may not withdraw from any course except for medical reasons, serious family emergency, or other extenuating circumstances as determined by the Vice President for Academic Affairs.

Completion:

All withdrawal impact course completion ratio (75% required completion ratio each semester).
Students are encouraged to seek guidance from the Financial Aid office prior to withdrawing from any class

Dorm Residence:

Students who drop below the 12-credit-hour minimum my forfeit the right to live in the dorm. Students will forfeit the right to live in the dorm by failing to attend class; that is, excessive absences causing the student to be barred from class. Therefor the student is not enrolled in the minimum number of hours required for dorm residency.

Failure to officially withdraw:

Students who stop attending a course without completing the formal course withdrawal process described above or receiving permission from the VPAA, will receive a grade of F. there is no tuition refund for course withdrawal.

Student Name _____ **Request Date** _____

Course #	Course Name	Credit Hours	Grade: W or F
	Total credit hours after change		

Student Signature *Advisor Signature*

Financial Aid Signature

Student Life Signature (if on-campus student and will drop below 12 hours)

For office use:
Date permission granted _____ or denied _____

Assess $20.00 change fee: ___ Yes ___ No

For students receiving money from VA – GI Bill:
Changes total credit hours from ___ to ___
New status for students receiving Veteran Administration funds? ___ same status ___ different status
__ full time __ 3/4 time __ 1/2 time __ 1/4 time __ less

Notifications:
__ Student Life Date _____ __ Student Accounts Date _____
__ Program Advisor Date _____ __ Financial Aid Date _____
__ Veteran Affairs Date _____ __ Instructor(s) Date _____