

Withdrawal Instructions

There are many reasons why you might need or want to withdraw. Before doing so, you should connect with your School Specialist. They can go over your options, especially since withdrawing can affect your financial aid, athletics eligibility, and veteran's benefits. You are responsible for 100% of tuition and fees if you withdraw from a course(s) after the add/drop period. Your withdrawal date is considered to be the date the official notification is received in the appropriate office.

You are not officially withdrawn until this process is completed and risk receiving "F" grades for all current courses if you do not initiate a withdrawal.

Withdrawal Policy: Complete withdrawals can be processed through the last day of the semester.

Grades earned for short term courses within the semester will remain on your transcript and will not be changed to "W" grades when completely withdrawing from the college. Courses ending on or after the complete withdrawal request will be issued "W" grades. You may not request a complete withdrawal from a course that ended earlier in the term but has not yet been graded.

After a complete withdrawal from a term, you will not be required to apply for readmission through the Admissions Office unless you stop out for more than two semesters or plan to return in a different program.

Personal Information

M #: _____ Email: _____

Full Name: _____ Phone: _____

School: _____ Major: _____

Withdrawal Term: _____

Reason for Withdrawing:

- | | | |
|-----------------------------|------------------------|-----------------|
| Change in Career Plans (CP) | Employment (EM) | Financial (FN) |
| Home Conditions (HC) | Health Related (HL) | Child Care (CC) |
| Lack of Interest (LI) | Academic Problems (AP) | Military (MI) |
| Transportation (TP) | Moving (MV) | Transfer (TR) |
| | | Other (OT) |

If you answered Transfer, where are you intending to transfer to: _____

If you answered other, please explain:

Check any that apply:

- | | | |
|--|---|--|
| <input type="checkbox"/> I live in on-campus housing | <input type="checkbox"/> I play on an MCC sports team | <input type="checkbox"/> I am an EOP student |
| <input type="checkbox"/> I am an international student | <input type="checkbox"/> I am a veteran | |



Important Information for Students

By checking each box below, you are acknowledging you have read and understood each statement.

*(Please initial that you acknowledge and understand. All fields below are **required**.)*

_____ I understand that if I withdraw from classes and I do not attend over 60% of classes for the semester, my financial aid will be adjusted based on my last day of attendance. Financial Aid will be adjusted and I may owe money to Monroe Community College and the balance in my account will need to be paid by me immediately.

_____ I understand that withdrawing from the college may impact my future eligibility to receive financial aid.

_____ I understand withdrawals are counted as unsuccessful completions and will be calculated into your satisfactory academic progress (SAP) standing as attempted hours.

_____ I understand that if I fail to make arrangement to pay the balance, my account will go into collections. I will be responsible for the amount I owe to Monroe Community College and any other fees associated with the collection of this debt.

_____ I understand a hold will be placed on my account for any balance over \$1000 that may restrict the ability to register for future classes. I am responsible to pay my debts including charges for tuition, fees, books, housing, library fines, athletic equipment, meal plans, etc.

_____ I understand a withdrawal is a “W” grade on my official college transcript. Deadlines for courses with other durations will be prorated (see academic calendar at www.monroecc.edu). Faculty will assign grades according to the fulfillment of course requirements when students do not officially withdraw from the college. Faculty cannot withdraw you from a course.

Student Signature: _____ Date Signed: _____

School Specialist / EOP Office Use Only

Please sign and acknowledge appropriate decision below:

_____ I acknowledge the student’s request to completely withdrawal from their current semester classes. I have added any necessary advising notes to the student’s Degree Works.

_____ I have reviewed this request with the student. At this time, the student no longer wishes to completely withdrawal from all of their current semester classes. I have added any necessary advising notes to the student’s Degree Works.

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