

REQUIREMENTS FOR WITHDRAWAL

Withdrawal from Course

Withdrawal vs. Drop: A student has a specific period of time at the beginning of a class when they may drop the class. The class then disappears from their transcript. After the end of the "add/drop period", if the student does not want to complete the course, it is a withdrawal and the course stays on the transcript with a grade of W.

Students, with the approval of their advisors, may withdraw from a full-semester course with a grade of W up to the end of the 12th week of the semester. The deadline for withdrawing with a grade of W from a non-traditional or graduate course (not full semester course) is the point when 80% of the course is complete. See examples below:

Course Length	Drop Deadline	Withdrawal Deadline
15 weeks	End of 1 st week of classes	End of 12 th week
12 weeks	End of 1 st week of classes	End of 10 th week
10 weeks	Before the 1 st class meeting of each course or within 48 hours after the end of the first class meeting (except for 1 day courses).	End of 8 th week
8 weeks		End of 6 th week
6 weeks		End of 5 th week
3 weeks		End of 2 nd week

The deadline for dropping a one-credit seminar is 5:00 p.m. the day before the course begins.

After the withdrawal date, a student can no longer withdraw from a class and will receive the grade earned. Students who withdraw from a course receive no credit hours and the hours attempted are not computed into the grade point average. Filing a course withdrawal form with the Registrar's Office completes the process. Forms are located on MyCSM, Forms. Failure to follow stipulated procedures may result in a failing grade. Students are strongly encouraged to consult with a financial aid counselor before withdrawing from a class since it may affect their financial aid.

Withdrawal from Academic Term/University

A student officially withdrawing from all classes during an academic term should fill out the "Withdrawal from Semester" electronic form located on MyCSM, Forms. It is recommended to contact the following offices:

- 1) Go to the Achievement Center to perform an exit interview.
- 2) Go to Financial Aid to discuss any repercussions with loans or other financial aid.
- 3) Go to Student Billing to discuss any financial repercussions.
- 4) Go to the residence hall (if applicable) to check out of residence hall.
- 5) Go to the Campus Information Center (return ID card).

The administrative offices listed above will contact you if necessary before they sign the electronic form.

Refunds are determined by the date of the official withdrawal. A withdrawal is considered official when the written notice, after being signed by the designated personnel, is returned to the Registrar's Office

A student can be administratively withdrawn according to the following process. The administrative withdrawal grade of "AW" is used to withdraw a student from **one or more**

courses or all courses when the student is unable to initiate the withdrawal herself due to extraordinary circumstances such as serious illness, accident, etc. This withdrawal could be done up until the last business day of the semester. An "AW" will not affect the GPA. Steps: 1) Faculty and/or administrative staff will gather the documentation to support the withdrawal. 2) They will give the documentation to the Registrar who will initiate the withdrawal form. 3) The Registrar will give the form and documentation to the VPAA who will authorize the withdrawal.

The administrative withdrawal grade of "FW" is used to withdraw a student who has **stopped attending one or more courses or all courses**. The student will be contacted to encourage her to initiate a withdrawal before this process is initiated. This grade can only be used up until the last day to withdraw. It will count as an F in the GPA calculation. Steps: 1) Faculty and/or administrative staff will gather documentation to support the withdrawal. 2) They will give the documentation to the Registrar who will initiate the withdrawal form. 3) The Registrar will give form and documentation to the VPAA who will authorize the withdrawal.

The Registrar's Office will notify Financial Aid, Student Billing, Residence Life, and the instructors of administrative withdrawals.

Withdrawal due to Major Medical Issues—Medical Hardship Policy

College of Saint Mary recognizes that major documented medical issues may make it necessary for a student to withdraw from one or more classes during a semester. If this situation occurs, the student should meet with the Director of Student Accounts to obtain information to develop a plan to manage the financial burden that may be incurred. If approved, this plan may allow her to re-take the same number of credits from which she withdrew with no additional tuition charge, provided these classes are taken during the same semester, within one year of withdrawal.

Documentation should be submitted to the Director of Student Accounts within two weeks of the official withdrawal. The Medical Hardship Committee will make the final determination about accommodations.