OFFICE OF ACADEMIC ADVISING

FULL-TIME UNDERGRADUATE
Course Withdrawal Form

(WITHDRAWAL DEADLINE LISTED ON ACADEMIC CALENDAR)

PERMISSIONS FOR COURSE WITHDRAWALS:

1. If your total credit hours will remain above 12 or more credits, you must get the signature of your instructor and your advisor.

2. If your total credit hours will drop below 12 credits, you must complete the Appeal to Withdraw Below 12 Credits Form on the other side of this withdrawal form. Please visit the Office of Academic Advising before completing this to ensure that you are eligible.

NOTE: Athletes and students on Academic Probation may not withdraw to below 12 credits under any circumstance.

WITHDRAWAL FORMS MUST BE SUBMITTED TO THE REGISTRAR’S OFFICE BY THE STUDENT WITH ALL OF THE APPROPRIATE SIGNATURES

Semester__________________________ Office Use Only________________

ID #__________________________ Student Name____________________________________

Circle Program: BA BS BFA BMUS F-1 VISA: Yes_____ No_____

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<tr>
<th>Dept.</th>
<th>Course #</th>
<th>Section #</th>
<th>Course Title</th>
<th>Instructor</th>
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After dropping this course my total credit hours will be: _____ credits.

APPROVAL SIGNATURES:

Instructor: ________________________________ Date: ___________

Academic Advisor: __________________________ Date: ___________

I agree to abide by all policies and procedures as stated in Manhattanville College’s publications including payment of all charges and collection fees.

Student: __________________________ Date: ___________

Revised 09/2015
APPEAL TO WITHDRAW BELOW 12 CREDITS

PLEASE NOTE: The minimum credit load for full-time status is 12 credits. Permission to withdraw below 12 credits will only be considered for extraordinary reasons (e.g., illness or death in the family). ALL appeals must be accompanied by appropriate documentation and submitted to the Director of the Office of Academic Advising with all signatures no later than the course withdrawal deadline for the semester in which the withdrawal is requested.

NOTE: Athletes and students on Academic Probation are not eligible to withdraw below 12 credits

Semester/Year ________________________  Resident: ☐  Commuter: ☐  International: ☐

Student Name: ___________________________________________  ID#: ___________________________

Number of semesters at Manhattanville (including current semester) _____

Are you receiving TAP?  YES ☐    NO ☐

Course(s) from which you wish to withdraw:

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Total number of credits AFTER withdrawal: ______

I understand that by withdrawing below 12 credits I may be placing myself at risk for any or all of the following:

- Academic probation next semester due to cumulative credits below the required minimum
- Reduction or loss of financial aid due to failure to meet satisfactory academic progress requirements for federal, state and/or institutional aid
- Loss of housing if you are a resident (usually effective within 24 hours of filing this form)

Student signature: _______________________________________________________

You must obtain the below signatures before an appeal can be considered. If you are not a resident or an international student please write NA in the respective signature spaces.

Academic Advisor: ___________________________________________  Date: __________

Director, Office of Academic Advising: _________________________________  Date: __________

Director, Office of Residence Life: _________________________________  Date: __________

Director, Office of Financial Aid: _________________________________  Date: __________

Director, International Student Services: ___________________________  Date: __________

Cc: Academic Advisor    Student File    Office of the Registrar    Office of Financial Aid

Revised 09/2015