Manhattanville College 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 see the Dean’s Office 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.
3. If you are a student with an F1-VISA, whose withdrawals will bring their total in-progress credits to below 12, you must obtain approval and the signature of one of the International Student Advisors, L.A. Adams or Katherine Palmer (Founders 18, X5168) in addition to the signatures of your instructor and advisor.

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

 Semester__________________________     For Office Use Only_________________

 ID #________________      Name____________________
 Circle Program:      BA     BFA    BMUS              F-1 VISA:  Yes_____   No________

 Dept.  Course #  Section #  Course Title   Instructor
 ______  _______  _______  ___________________________  __________
 ______  _______  _______  ___________________________  __________

 After dropping this course my total credit hours will be: _____ credits.
 If below 12 please see the opposite side of this form

APPROVALS:

Signature of Instructor:___________________________ Date: __________
Signature of Advisor:______________________________ Date: __________
Signature of Academic Dean:________________________ Date: __________
Signature for F-1 VISA withdrawal:___________________ 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.

Signature of Student: ______________________________ Date: __________
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 Academic Dean 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: 
Name: ___________________________________ ID#: __________________
Number of semesters at Manhattanville (including current semester)? ________
Are you receiving TAP? YES ________ NO ________

Course(s) from which you wish to withdraw:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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 (e.g. by earning fewer than 10 credits at the end of this semester)
• 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.

Advisor’s Signature Date

Ross Novak (Director, Residence Life) Date

L.A. Adams (Director, International Student Services) Date

Gail Simmons (Provost & VP of Academic Affairs) Date

Cc: Student Advisor Student File Registrar Financial Aid

Revised 10/10