

CATEGORY: ACADEMIC

SUBJECT: Add/Drop, Withdrawal and Refund Policy
Student Status Change Form (attached)

Official Withdrawal from College

Withdrawal is defined as a student who gives official notification of their withdrawal to the Registrar after a semester begins. (The student is withdrawing from all courses and leaving the College).

Students wishing to withdraw from the College:

1. **Must** contact the Registrar
2. Should contact their Program Dean
3. Should submit the Student Status Change Form to the Registrar
4. Withdrawal is not considered official until the student has notified the Registrar. Until such notification, the student remains enrolled in the College and/or course and is responsible for fulfilling its academic and financial requirements.

Unofficial withdrawal from College/course

1. Students **must** notify the Registrar when withdrawing from a course. If a student stops attending College or a course without notification, this will result in an unofficial withdrawal and a grade of “F” for the course.
2. If a student receives a grade of “F” in a course, the College will determine if the student should be treated as an unofficial withdrawal or not and follow the procedure below.
3. If Federal financial aid is affected, the Financial Aid Office may need to make adjustments to the student’s financial aid. Without official notification the student will be considered unofficially withdrawn and a R2T4 calculation will be completed using a 50% mark in the semester to determine how much aid the student has earned and if any is to be returned to the Government.

Adding & dropping or withdrawing from a course

The “add/drop” period is the timeframe a student may adjust their schedule without any academic or financial penalties. The following schedule represents the timeline for the academic year.

Semester	Registration Period	Billing Period	Add/Drop Period – Courses longer than 4 weeks	Add/Drop period –Courses 4 weeks or shorter
Summer	Begins: At least 4 weeks prior to the bill date Ends: 2 week prior to the bill date	April 1 st or first Monday in April	Begins: One week prior to the start of course Ends: End of business on Friday of the first week of the course	Begins: One week prior to the start of course Ends: End of business on the 1 st day of course
Fall		July 1 st or the first Monday in July		
Spring		December 1 st or the first Monday in December		

1. **Adding a course:** Student may add courses during the add/drop period, provided that there is space available in the course and the student has satisfied all requirements. Student charges will be adjusted and a revised bill will be generated. Payment in full is expected as of the date of enrollment, unless prior arrangements have been confirmed with the Bursar.
2. **Dropping a course:** Dropping a course is defined as a reduction in course load while remaining enrolled at the College within the add/drop period. (The student drops one or more courses but not all courses). All requests to drop a course within the add/drop period, must be coordinated through the Registrar.
3. **Withdrawal from a course:** Withdrawing from courses is a reduction in a student's course load after the add/drop period while remaining enrolled at the College.

Academic impact of withdrawing from a course or the college

1. A student may withdraw from a course at any time. If the student withdraws after 60% of the course, the student will receive a grade of "F" in the course which is calculated into the GPA. Before the 60% mark, the student will receive a grade of "WP" withdraw pass or "WF" withdraw fail. These grades will not be calculated into the GPA; however they will be reflected on the official transcript.
2. At the end of every semester, the Registrar will notify the Financial Aid Office of any students who have received a grade of "F" in a course. A determination will be made within 30 days of the end of the payment period (semester) on whether or not the grade was earned or if the student dropped without notification.
3. The Registrar will notify all appropriate staff of any student status change.

Financial aid impact of adding/dropping/withdrawing from a course or College

In accordance with Federal regulations, financial assistance may be adjusted for any aid recipient whose status changes during the semester. A portion of her/his financial aid may be returned to the Title IV programs as required by using the U.S. Department of Education's methodology.

Pell recalculation policy:

Federal PELL Grant award amounts will be based upon enrollment status two weeks after the end of the add/drop period. At that time, if the number of credits enrolled is different from the student's initial enrollment, the Federal PELL Grant will be adjusted from the original PELL grant award. No further adjustments to the Federal PELL Grant will be made after that point.

Federal PELL Grants awarded initially after the Pell recalculation date will be based upon enrollment at the time the award is determined. No further adjustments to the Federal PELL Grant will be made after that point.

Enrollment status

Academic Year: Enrollment status for fall/spring/summer semesters is determined according to the following table.

CREDITS	STATUS
12 or more	Full-Time
9-11	$\frac{3}{4}$ Time
6-8	Half-time
1-5	Less than half-time

Tuition balances & refunds

Tuition and fees are reduced in accordance with the following schedule when courses are dropped. Withdrawal in first three weeks may result in a refund to the student. MCHP Scholarships will follow the same percentage chart for funds earned and eligible to keep by the student. Direct Subsidized and Unsubsidized loans and other Title IV funds may be returned as required by the Return of Title IV Funds calculation.

The Bursar’s Office will send the student a detailed statement indicating any amounts due the College or amounts due the student as a refund. The statement will include the expected due date for any amount due back to the College for return to the Federal Programs (if applicable).

WITHDRAWAL FROM COURSE/COLLEGE –STANDARD (Courses longer than 4 weeks)		WITHDRAWAL FROM COURSE/COLLEGE – NON-STANDARD (Courses 4 weeks or shorter)	
On or before the first week of courses	100%	On or before the first day of courses	100%
On or before the second week of courses	65%	On or before the second day of courses	65%
On or before the third week of courses	35%	On or before the third day of courses	35%
Thereafter	0%	Thereafter	0%

For purposes of calculating *standard* tuition adjustments, the attendance period begins on the opening day of scheduled campus courses per the official academic calendar, includes weekends, holidays, and snow days, and ends on the date the student notifies the Registrar that she/he is withdrawing.

For purposes of calculating *non-standard* tuition adjustments, the attendance period begins on the start date of the course as specified on the course schedule, includes weekends, holidays, and snow days, and ends on the date the student notifies the Registrar that she/he is withdrawing.

Approved: _____
Monika Bissell, DBA
President

Date: March 2009

Amended: June 30, 2013, February 17, 2015, August 5, 2015, November 9, 2015, March 24, 2017, July 19, 2017, August 2, 2018, May 6, 2019

STUDENT STATUS CHANGE FORM

NAME _____ CLASS OF _____

CURRENT STATUS	CHANGE TO
_____ Credit Hours	_____ Credit Hours
<input type="checkbox"/> Full time Status	<input type="checkbox"/> Full time Status Effective date: _____
<input type="checkbox"/> ¾ Time Status	<input type="checkbox"/> ¾ Time Status Effective date: _____
<input type="checkbox"/> ½ Time Status	<input type="checkbox"/> ½ Time Status Effective date: _____
<input type="checkbox"/> Less than ½ Time	<input type="checkbox"/> Less than ½ Time Effective date: _____

ACTION

- Withdrawn** Last attendance day: _____
 - Leave of Absence** Effective date: _____
- End date of Leave of Absence (180 days, **NOT** to end on weekend) _____

Student Signature: _____ Date: _____

NOTIFICATION/MEETING WITH:

- Program Dean _____
- Registrar _____
- Financial Aid Specialist _____
- Bursar _____

FOR OFFICE USE ONLY SONIS REG CARD NOTICE ROSTERS MAILBOX ID BADGE
 ENROLLMENT/ATTRITION NSLDS/CLEARINGHOUSE DORM ROSTER STUDENT FILE LABELS
 ENROLLMENT STATUS SHEET