



CENTRAL MICHIGAN UNIVERSITY

WITHDRAWAL INFORMATION
Fall 2020

DELETIONS: Students who are withdrawing from school before the Registration period ends are considered deletions. You must also contact the Housing Office and Office of Scholarships and Financial Aid.

WITHDRAWING:

- A student will automatically receive a grade of "W" in all registered courses through October 14th week of the Fall semester...
Students withdrawing from the University between October 15th - November 5th will receive an "E" or "W" for a grade...
By completing a Semester Withdrawal Form in the Registrar's Office, you will be withdrawn from all on-campus courses...
Students who are in good standing and wish to return to the University after an extended period may want to contact Academic Advising and Assistance...

FINANCIAL INFORMATION

- You must contact Student Account Services and University Billing (WA 105, phone 989-774-3928) to determine how this withdrawal will affect your account.
Students receiving financial aid must notify the Office of Scholarships and Financial Aid (Student Service Court - Bovee University Center, Room 119) of a total withdrawal from classes.
Housing contracts will be canceled only after the student has checked out of the residence hall with an RA or RHD.
An estimate of your telephone bill (if you have a land line) can be requested from Telecommunications.
The refund schedule is listed below and in the University Class Schedule (pg. 17). The enrollment fee is not refundable.

Refund Schedule for Fall Semester 2020
Deletions through August 26, 2020 100%
August 27th - September 10th 50%
September 11th - October 8th 25%

Additional Dates to Remember:

October 14th Last day for automatic "W" and withdrawing from single courses
November 5th Last day for complete semester withdrawal (not an automatic "W")

- All outstanding bills owed the University, such as Health Services or telephone bills, will be subtracted from your refund. Refunds go out the 20th of each month.
The Registrar's Office will supply each student withdrawing with a letter for the U.C. Bookstore for proof of withdrawal.

WITHDRAWAL

INDIVIDUAL COURSE WITHDRAWAL – No Refund

After Registration closes, students may withdraw from an individual course on [CentralLink](#). The deadlines for withdrawing from an individual course are outlined in the semester calendar and also with the course detail in the course search and registration.

- The course will be recorded on the student's transcript with a grade of "W".
- The instructor will be notified of the course withdrawal. In the case of academic dishonesty, the instructor will notify the Registrar's office to reinstate the course and the instructor will submit the final grade.
- There is **NO REFUND** for an individual course withdrawal.
- Refer to the appropriate CMU bulletin for the complete policy

FULL SEMESTER WITHDRAWAL FROM ALL CLASSES

- Students enrolled in all full term courses may withdraw from all courses using the complete withdrawal functionality in Course Search and Registration on [CentralLink](#). Students enrolled in any short term courses, on-line courses, or have already withdrawn from an individual course, will be referred to the Registrar's Office (Warriner Hall 212) for assistance.
- The instructor will be notified of the course withdrawal. In cases of academic dishonesty, the instructor will notify the Registrar's Office to reinstate the course and the instructor will submit the final grade.
- The student will receive a grade of "W" for all of his/her courses if the withdrawal is done by **11:59 p.m. Wednesday, October 14th**.
 - Students who wish to withdraw from all courses after October 14th, must contact the Registrar's Office. For withdrawals processed October 15th – November 5th, the student will be given a grade of "W" for courses where the student is doing passing work of D- or better and a grade of "E" for courses that the student is not passing.
 - A student may also receive a full or partial refund based on his/her official date of withdrawal:

August 17 th – August 26 th	100%
August 27 th – September 10 th	50%
September 11 th – October 8 th	25%
October 9 th – November 25 th t	0%

WITHDRAWAL REFUNDS FOR STUDENTS RECEIVING FINANCIAL AID

Financial aid received by students awarded financial assistance through the Central Michigan University Office of Scholarships and Financial Aid is applied to student accounts to pay for university charges. Credits for the unused portion of tuition, special course fees, housing and other university charges resulting from a student's withdrawal from the University are used to repay the financial aid sources in full prior to refunding the student. Withdrawing students who have received financial aid refunds for financial aid to cover non-institutional items, educational costs may be required to repay financial aid sources.

INVOLUNTARY WITHDRAWAL

Students who are dismissed for administrative or disciplinary reasons or students who owe past due amounts over \$100 will be subject to involuntary withdrawal from classes and will receive a "W" for each class (instead of a grade) as an indicator of withdrawal. In addition, students living in University housing with a balance over \$100 may have their meals and long distance telephone privileges discontinued until their accounts are brought to a current status. Any delinquencies of over \$100 in the Family Housing Apartments may also result in the initiation of eviction proceedings.