

CMU

CENTRAL MICHIGAN
UNIVERSITY

WITHDRAWAL INFORMATION Spring 2019

DELETIONS: Students who are withdrawing from school before Registration period is completed 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 the tenth (10th) week of the Fall or Spring semester, or through the mid-point for all Summer courses or any course shorter than one semester. The Registrar's Office will process the withdrawal form, record the automatic "W" and notify each faculty member promptly.
- Students withdrawing from the University between the tenth (10th) week and the Friday of the 14th week of 16-week courses will receive an "E" or "W" for a grade at the instructor's discretion. For Summer and other shorter term courses, a student withdrawing between the midpoint of the course and two (2) class days prior to the end of the course will receive an "E" or "W" for a grade at the instructor's discretion. It is important that you speak to your instructors before withdrawing.
- By completing a Semester Withdrawal Form in the Registrar's Office, you will be withdrawn from all on-campus courses, even courses you have completed at the time of withdrawal. If you wish to stay enrolled in Off-Campus courses, you must note it on the withdrawal form.
- Please fill out a "Change of Address" form to be sent to the Registrar's Office if your address is different from what is on your billing statements.
- Students who are in good standing and wish to return to the University after an extended period of time may want to contact Academic Advising & Assistance at (989) 774-7506 prior to re-registering.

FINANCIAL INFORMATION

- You must contact Caitlyn Kolhoff in 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. Students must understand that they may lose all or part of their financial aid. You are responsible for repayment of any financial aid funds advanced to you by the University. If your classes are deleted, you are not eligible to receive any financial aid, and must repay all aid you have already received. You are no longer eligible for on-campus employment.**
- Housing contracts will be canceled only after the student has checked out of the residence hall with an RA or RHD. There is a charge for breaking the housing contract.
- An estimate of your telephone bill (if you have a landline) can be requested from Telecommunications. Contact them at 774-3091.
- The refund schedule is listed below and in the University Class Schedule (pg. 18). The enrollment fee is not refundable. Your refund will be sent to the "permanent address" listed on your withdrawal form unless you notify us.

Refund Schedule for Spring Semester 2019	
Deletions through January 16, 2019	100%
January 17 – February 1	50%
February 2 – March 1	25%
March 2 - April 19	0%

Additional Dates to Remember:

March 22: Last day for automatic "W" and withdrawing from single courses

April 19: 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. It takes approximately 2-4 weeks to process a refund check.
- The Registrar's Office will supply each student withdrawing with a letter for the U.C. Bookstore for proof of withdrawal. The bookstores will only buy back books during the semester with a copy of the letter. Book buy-back rates are set independently by each bookstore following their policy for book returns.

WITHDRAWAL

INDIVIDUAL COURSE WITHDRAWAL – NO REFUND

After Registration closes, students may withdraw from an individual course on *CentralLink* (<https://CentralLink.cmich.edu>). The deadlines for withdrawing from an individual course are outlined in the Semester Calendar, and are available in Course Search/Registration on *CentralLink*.

- 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 cases 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.
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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* (<https://CentralLink.cmich.edu>). 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. Friday, March 22, 2019.
 - Students who wish to withdraw from all courses after March 22nd must contact the Registrar's Office. For withdrawals processed March 23 - April 19, 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. The refund schedule below is for 16 week courses. The enrollment fee is not refundable. Your refund will be sent to the account you have on file for student refunds.

January 7 – 16	100%
January 17 – February 1	50%
February 2 – March 1	25%
March 2 – April 19	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 refunds for financial aid to cover non-institutional, 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.