WITHDRAWAL

INDIVIDUAL COURSE WITHDRAWAL – NO REFUND

After Phase II Registration closes, students may withdraw from an individual course on iCentral. The deadlines for withdrawing from an individual course are outlined in the Semester Calendar on page 5.

- 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.

FULL SEMESTER WITHDRAWAL FROM ALL CLASSES

- A student requesting to be withdrawn from ALL of his/her classes for the semester should complete the Semester Withdrawal form in the Registrar's Office, Warriner 212.

- The Registrar's Office will process the Withdrawal form and notify the instructors.
  - The student will receive a grade of "W" for all of his/her courses if the withdrawal is done by 5:00 p.m. Friday, October 28.
  - For withdrawals processed October 29 – November 28, 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:

     | Date Range             | Percentage |
     |------------------------|------------|
     | August 22 – 31         | 100%       |
     | September 1 – 16       | 50%        |
     | September 17 – October 14 | 25%    |
     | October 15 – November 28 | 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.