

**Manhattanville College FULL-TIME UNDERGRADUATE
Course Withdrawal Form –SPRING 2010
DEADLINE: April 16, 2010**

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
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_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
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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:** _____

**MANHATTANVILLE COLLEGE
ACADEMIC ADVISING OFFICE**

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 to 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