

Student Name: _____
LAST FIRST MIDDLE

Student ID: _____ Semester: Fall Winter Spring Summer Year: _____

Program: BA BFA BMus BS Major: _____

Course Withdrawal Policies

1. This form must be submitted to the Registrar's Office no later than the Withdrawal Deadline listed on the [Academic Calendar](#). After that date, the grade will automatically become an F.
2. If your total credit hours will remain **above 12 credits**, only advisor signature is required.
3. If your total credit hours will drop **below 12 credits**, Page 2 of this form must be completed. Please visit the Office of Academic Advising before completing this form to ensure that you are eligible.
Note: Students on **Academic Probation** may not withdraw below 12 credits under any circumstances.
4. Students attending with an **F-1 or J-1 Visa** must obtain the approval signature of the International Student Advisor (OISS) if their total credit hours will drop below 12 credits. These approvals will be granted on an extremely limited basis as these visas require full-time enrollment.
5. **If there is a pending Academic Integrity case in the course to be withdrawn, permission to withdraw will not be granted.**

**WITHDRAWAL FORMS MUST BE SUBMITTED TO THE REGISTRAR'S OFFICE
BY THE STUDENT WITH ALL REQUIRED SIGNATURES**

Course(s) to Withdraw

Subject	Course #	Section	Title	Instructor

Total number of credits currently enrolled: _____

Total number of credits after withdrawal: _____ *** If below 12 credits, complete Page 2 of this form.*

I agree to abide by all policies and procedures as stated in Manhattanville College's publications including payment of all charges and collection fees.

Student Signature: _____

Date: _____

Advisor Signature: _____

Date: _____

WITHDRAWALS ARE NOT FINAL UNTIL RECEIVED AND PROCESSED BY THE REGISTRAR'S OFFICE.
 Manhattanville College Registrar's Office ♦ Reid 3rd Floor ♦ 914-323-5337 ♦ registrar@mville.edu



Student Name: _____ LAST FIRST MIDDLE

Student ID: _____ F-1 Visa: Yes No TAP Recipient: Yes No

Residence Status: Domestic Resident Domestic Commuter International

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 Director of the Office of Academic Advising 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 below 12 credits.

Course(s) to Withdraw

Table with 5 columns: Subject, Course #, Section, Title, Instructor

Total number of credits after withdrawal: _____

Number of semesters at Manhattanville, including current: _____

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 campus housing (usually effective within 24 hours of filing this form)
Student Signature: _____ Date: _____
The following signatures must be obtained before an appeal can be considered. If you are not a resident or an international student, please write "n/a" on the respective signature lines.
Office of Academic Advising: _____ Date: _____
Director, Financial Aid: _____ Date: _____
Director, Residence Life: _____ Date: _____ (if applicable)
Director, International Student Services: _____ Date: _____ (if applicable)
Manhattanville College Registrar's Office ♦ Reid 3rd Floor ♦ 914-323-5337 ♦ registrar@mville.edu