



Undergraduate and Graduate Leaves of Absence and Undergraduate Withdrawals

Which one is right for me? If you wish to return to Meredith after an absence of one semester, a leave of absence is appropriate for you. If your future plans do not include completing further work at Meredith, an official withdrawal is the route you should take. To qualify for a leave of absence, a student must be in good academic, financial and social standing at Meredith. This means students who are on academic probation, have an active honor council case/sanction or an outstanding balance on their account are not eligible for a leave of absence. **Students on an F1 Visa must consult with the International Programs office prior to completing a leave of absence or withdrawal.**

What do I do next? Fill out the Withdrawal or Leave of Absence form then follow the directions on the Registrar's Official Forms page on how to download and sign the form. If you are taking a leave of absence, send your Leave of Absence application to the Registrar's Office by emailing it to registrar@meredith.edu. If you are an undergraduate student withdrawing from the College, email the withdrawal form to the Office of the Dean of Students at deanofstudents@meredith.edu. If you are a graduate student withdrawing from the College, please use the Graduate Withdrawal form found on the Registrar's Official Forms website.

How does a leave of absence or a withdrawal affect my academic record? Students who submit a withdrawal form or leave of absence request before "the last day to drop a class with a grade of W" (as noted in the academic calendar) will receive non-punitive "W" grades in their current classes. Students who submit a withdrawal form or leave of absence request after "the last day to drop a class with a grade of W" will receive earned final grades in their current classes. The academic record of a student who leaves after the term is over is not affected in any way. A student who must leave Meredith after the "last day to drop a class with a grade of W" for severe medical or other documented emergency reasons may request an appeal to this deadline by writing to the Provost/ Senior Vice President. Appeals should be accompanied by appropriate documentation (such as medical records, a letter from a treating physician or counselor, or documentation of a family medical emergency) and will be decided on a case by case basis.

What about my finances? Whether you take a leave of absence or withdraw from the College, the effects on your finances are the same. For tuition, the usual percentage charges apply to students who leave before the end of the semester: 0% through the fifth day of classes; 20% from the 6th through the 10th class days; 40% from the 11th through the 20th class day and 100% from the 21st class day on. For resident students, board charges will be prorated based on the number of weeks remaining in the semester. There is no adjustment for room charges or any fees. Note: The date a withdrawal form or leave of absence request is received by the designated office (listed above) is the effective date of the withdrawal or leave of absence. The effective date will be used in determining eligibility for non-punitive "W" grades and for calculating tuition charges. A student who must leave Meredith after the "last day to drop a class with a grade of W" for severe medical or other documented emergency reasons may request an appeal to this deadline by writing to the Vice President for Business and Finance. Appeals should be accompanied by appropriate documentation (such as medical records, a letter from a treating physician or counselor, or documentation of a family medical emergency) and will be decided on a case by case basis. Students who are receiving financial assistance either through loans or scholarships must have a conference with the financial aid office before applying for a leave of absence or a withdrawal to determine how an interruption in their education will affect their aid status. Federal law often dictates that aid money be returned if the term is not completed and that can leave students with unexpected account balances owed to Meredith.

When do I have to move out of my on-campus housing? A student who withdraws or received an approved leave of absence from the College and lives on campus is expected to vacate her residence within 48 hours or through arrangement with Residence Life.

Can I attend another school while I am away from Meredith? Students may take courses at another institution while on a leave of absence but must fill out and submit an Application for Off Campus Credit form. The form is available on the Registrar's Official Form website. Go to the Meredith web site at www.meredith.edu. Click on "A-Z" "Registrar" "Official Forms". Follow the instructions on the Off-Campus Credit Form and obtain all signatures using Foxit then send to registrar@meredith.edu. Students who have withdrawn or been dismissed from Meredith must present any work done at another institution during their absence as part of their readmission documents.



UNDERGRADUATE STUDENT WITHDRAWAL FORM

Instructions: Complete both pages of this form, sign it digitally and email to the Dean of Students at deanofstudents@meredith.edu. If you are attending through the non-degree teacher education program, please send this form to the Department of Education. If you are a student on an F-1 visa, please consult the Office of International Programs prior to submitting this form.

Name: _____ ID# _____
(Last) (First) (Middle)

Contact information:

_____ (City) (State) (Zip)
Permanent Address (Street number or P.O. Box)

Campus Address (residents only) _____

Phone: _____ Email: _____
(Home Number) (Cell Phone Number)

Check the appropriate line:

I entered Meredith through the Admissions Office _____
(Month/Year) (Major) (Advisor)

I entered Meredith through the Non-Degree Teacher Education Program

Are you registered for classes in the current semester? YES NO

Were you enrolled in classes last semester? YES NO

I plan to withdraw: _____
Immediately At the end of the _____ semester or _____ summer session.
(semester) (year) (year)

Do you plan to return to Meredith College?

- I plan to return to Meredith College: _____
(semester and year)
- I am undecided about my future college plans and have no plans to re-enter Meredith
- I plan to enroll in another college (name of college) _____

The single major reason I am withdrawing from Meredith College is:

I understand that I understand that for the purposes of financial aid eligibility and tuition and fees calculations, the effective date of leave is the date this form is received in the Office of the Registrar.

Student Signature: _____ Date: _____

Dean of Students: _____ Date: _____

Copy to: Dean of Students Student File Advisor

