



OFFICE OF ACADEMIC AFFAIRS

REQUEST TO WITHDRAW FROM COURSES

A student desiring to withdraw from a course after the deadline for dropping with a refund must petition the Academic Dean for a grade of WP (withdrawn passing) or WF (withdrawn failing). In either case, no credit will be assigned for the course, nor will the student's grade point average be affected. The deadline for withdrawing from a course is on the last day that the course meets. After all signatures have been obtained, return this petition to Academic Affairs. If the student is withdrawing from ALL courses, a separate "withdrawal from school" or "leave of absence" form is required. **Please read the statement on the back regarding financial aid.**

Name: _____ Date _____

Address, City, State, Zip: _____

E-mail: _____ Phone: _____

Course(s) (#/Title): _____

Check one: Continuing with other courses Taking leave of absence (Additional Form Required)
 Withdrawing completely from MTSO (Additional Form Required)

Reason(s) for Withdrawal (please rank 1, 2, 3):	Please elaborate below or on the back. Attach additional sheets as necessary.
____ Health	_____
____ Family	_____
____ Financial	_____
____ Work/Time Constraints	_____
____ Personal	_____
____ Transferring	_____
____ Vocational	_____
____ Academic	_____
____ Other (please elaborate)	_____

SIGNATURES OF THE FOLLOWING PERSONS ARE REQUIRED:

Student Signature _____

<u>Instructor Signature</u>	<u>Course #</u>	<u>Grade (please circle)</u>	<u>Date</u>
_____	_____	WP OR WF	_____
_____	_____	WP OR WF	_____
_____	_____	WP OR WF	_____
_____	_____	WP OR WF	_____

Faculty Advisor: _____

Financial Aid Director: _____

Director of Student Services: _____

Academic Dean: _____ **Date** _____ **Approved** **Denied**

Please return this form with all necessary signatures to the Office of Academic Affairs (W-121) or academicaffairs@mtso.edu.

**IMPORTANT FINANCIAL AID INFORMATION FOR STUDENTS
WITHDRAWING or TAKING A LEAVE OF ABSENCE**

The last date of attendance, for loan repayment purposes, for a student who does not return on at least a one-half time status (4.5 hours per semester) at the end of the official leave of absence will be the date the student began the leave of absence. This may deplete all or part of the six-month repayment grace period of the student's Stafford Loans and may result in these loans being immediately placed in repayment status.

It is also important to remember that each Stafford Loan has only one six-month repayment grace period. Once this six-month grace period has been exhausted, a student may place the loan in an in-school deferment for periods of future enrollment; however, once the student ceases to be enrolled on a one-half time basis, the loan will go into immediate repayment. Any loans received for future periods of enrollment will have a six-month repayment grace period.

If you have borrowed loans and are withdrawing at any point within the term you are subject to a Return of Title IV calculation. In some cases, the school is required to return money to the Department of Education since you become ineligible for the funds due to the withdrawal. Therefore, you may be required to pay the school the amount returned to the Dept. of Ed.

When withdrawing from courses consider that the school is required to annually determine if you qualify for federal aid for the following academic year. In order to qualify for federal aid, you must earn 67% of your total hours attempted. You must also achieve a 2.5 cumulative GPA to be maintaining satisfactory academic progress. There are maximum time frames for being enrolled also associated with the SAP policy. Please see the Student Handbook for further information in regard to the standards of satisfactory academic progress.

Students who have questions concerning how an official leave of absence OR withdrawal from school will impact the repayment of their federal loans should immediately contact the Financial Aid Office at (740) 362-3373 or finaid@mtso.edu.