



MEDAILLE COLLEGE

MEDAILLE COLLEGE COURSE WITHDRAWAL FORM

STOP!!! Many times students complete the wrong form or do not consider the full impact of withdrawing from a course after the drop/add period has ended. While it is impossible to assess all of the possible consequences of a course withdrawal, please review the following questions to ensure this is a beneficial action for you to complete.

- Is this the correct form?**
 This form is to be used to issue a course withdrawal. If you are intending to withdraw from the college or to indicate an intended leave of absence, do not use this form. Instead, please request and complete WITHDRAWAL/LEAVE OF ABSENCE FORM which is also available at the Registrar's Office
- Has the date to withdraw from courses passed?**
 If you withdraw from a course prior to the withdrawal date, you will receive a "W" for the class. Attempted course withdrawals after this date will not be processed and a grade will be issued.
- Have you consulted your Academic Advisor?**
 This withdrawal may increase the amount of time needed to complete your degree
- Have you consulted the Financial Aid office?**
 Dropping below 12 credit hours will affect your financial aid. In addition, lack of academic progress may also affect future semester of financial aid. See the Financial Aid office immediately if you have not already done so.
- Have you consulted the Business Office?**
 Students are liable for any tuition and fees that are assessed for the course, depending upon the date of the withdrawal, in accordance with the Business Office's published liability schedule as printed on the reverse side of this withdrawal form.
- Are you on a probationary contract?**
 Students on a probationary contract may not withdraw from courses.

Name: _____

Student ID or SSN #: _____

Phone Number: (____) _____

Major: _____

Please circle:

Semester: Fall Spring Summer

Class: FR SO JR SR

FOR OFFICIAL USE ONLY
Received By: _____
Date: _____

I would like to withdraw from the following course:

Course No.	Section	Title	Credits	Days/Times	Instructor
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Reason student is withdrawing from course _____

Total number of registered credits after the course withdrawal _____

As a student of Medaille College, by signing this form I am indicating that I have read all of the above information regarding the course withdrawal procedure. I hereby authorize the Registrar's Office to process this paperwork and notify other college offices as appropriate.

_____ Student's Signature	_____ Date	_____ Advisor's Signature	_____ Date
_____ Financial Aid	_____ Date	_____ Business Office	_____ Date

SPRING 2007 LIABILITY SCHEDULE

DAY CLASSES – UNDERGRADUATE AND MSED **JANUARY 16 – MAY 3**

40% Liability Begins at 8:00 a.m. ~ January 23, 2007
60% Liability Begins at 8:00 a.m. ~ January 30, 2007
80% Liability Begins at 8:00 a.m. ~ February 6, 2007
100% Liability Begins at 8:00 a.m. ~ February 13, 2007

EVENING CLASSES – FULL SEMESTER CLASSES **JANUARY 17 – MAY 7**

40% Liability Begins at 8:00 a.m. ~ January 25, 2007
60% Liability Begins at 8:00 a.m. ~ February 1, 2007
80% Liability Begins at 8:00 a.m. ~ February 8, 2007
100% Liability Begins at 8:00 a.m. ~ February 15, 2007

EVENING CLASSES – SESSION I **JANUARY 13 – MARCH 3**

100% Liability Begins at 8:00 a.m. ~ *January 17, 2007*

EVENING CLASSES – SESSION II **MARCH 17 – MAY 12**

100% Liability Begins at 8:00 a.m. ~ *March 20, 2007*

WEEKEND CLASSES **JANUARY 19 – APRIL 28**

40% Liability Begins at 8:00 a.m. ~ January 28, 2007
60% Liability Begins at 8:00 a.m. ~ February 5, 2007
80% Liability Begins at 8:00 a.m. ~ February 12, 2007
100% Liability Begins at 8:00 a.m. ~ February 20, 2007