

**INDIVIDUAL CLASS WITHDRAWAL
ISSUES TO CONSIDER BEFORE WITHDRAWING
Worksheet**

Eastern Michigan University's (EMU) withdrawal policy, taken from the Undergraduate Catalog, states:

[From the] *ninth day through the tenth week* [of the fall or winter semester]: *All student-initiated withdrawals are accepted automatically and recorded as a W. (However, [first semester] freshmen, [including SIP students], must check with the Academic Advising Center before withdrawing from courses.) A withdrawal may be processed through the registration system or by submitting a withdrawal form to the Office of Records and Registration, 303 Pierce Hall.*

There are no refunds for individual class withdrawals. Students who have an outstanding balance will not be able to withdraw on-line and will need to go to the Office of Records and Registration, 303 Pierce Hall.

See the semester's calendar for time frame and refund policies in the "Student Guide" which can be printed from this Web site: www.emich.edu/registrar/stguides.htm. Also see the University's undergraduate catalog regarding the policies on "Drops/Withdrawals from Individual Classes" listed under "Registration and Grades".

Check the following items that may apply to you so that you may follow up on each issue before you withdraw from your class(es).

Question to ask yourself before withdrawing from your class(es):

- Are you receiving financial aid?**
Yes No

Whether you are receiving financial aid now or in the future, you need to contact Financial Aid, 403 Pierce Hall, 734.487.0455, financial.aid@emich.edu, www.emich.edu/finaid/geninfo/sap.htm, to learn about Satisfactory Academic Progress (SAP) which is a Federal Government regulation. Withdrawing from one or more of your classes may jeopardize your financial aid eligibility.

- Per Financial Aid, I am OK this semester. (Could be different another semester.)
 I must complete _____ credit hours to stay on financial aid.
 Other:

- Are you living on-campus?**
Yes No

Check with University Housing, Lower Level Dining Commons ONE, 734.487.1300, housing@emich.edu, www.emich.edu/housing/main.php to make sure you will not be in jeopardy of losing your housing on campus. There is a minimum number of credits that you need to maintain in order to live in on-campus housing. Check your housing contract concerning terms and conditions in connection with registration.

- I am required to be enrolled in _____ credit hours.

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Are you receiving insurance or other benefits which require full-time enrollment?

Yes No

If you are on your parents' health insurance or receiving other benefits, the guidelines for these may require you to be a full-time student in order to be covered. Check with your parents and ask what your credit load requirement is to keep your benefits (minimum full-time at EMU is 12 credit hours).

- I am required to be enrolled in _____ credit hours.
- I am not required to be enrolled.
- Other:

Are you participating in college athletics?

Yes No

If you are on a University athletic team, speak with your coach regarding the minimum credit requirements. You may also want to speak with the Student Athletic Support Services (SASS) office, 101 Bowen Field House, 734.487.2233, www.emich.edu/goeagles/SASS/index.html.

- I am required to be enrolled in _____ credit hours.

Are you an international student?

Yes No

All F-1 and J-1 students must speak with the Office of International Students (OIS), 229 King, www.emich.edu/ois/ on or before October 23rd, and 244 Student Center, as of November 6th, 734.487.3116. (Call during the dates in between.)

- Per OIS, I am OK this semester. (Could be different another semester.)
- I am required to be enrolled in _____ credit hours.
- Other:

Alternatives to a Withdrawal and Recommended Referrals:

Professor/Instructor

- Always speak with your professor as soon as you recognize a problem or are having difficulties. S/he may give you some study suggestions, extra credit, or special strategies you can use for his/her class.
- If you have attended the majority of the course and have earned a C or better in work completed, you may qualify for an incomplete grade if you have extenuating circumstances. An incomplete grade is, however, up to the instructor, so please discuss the situation with the instructor right away. Providing documentation supporting your reasons for an incomplete grade request may be helpful. Be sure to verify what course work is needed and the date by which you are expected to complete the assignment(s) and test(s) in order to earn a final grade for the course.
Please see the University's undergraduate catalog regarding incompletes under "Registration and Grades". There are rules and limitations pertaining to incompletes.

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The Holman Learning Center, G-04 Bruce T. Halle Library. 734.487.2133,
learning.center@emich.edu www.tlc.emich.edu

The Learning Center can provide you with the following:

- Free tutoring assistance.
- Time Management/Test Anxiety/Stress Reduction workshops.
- Alternative learning and test-taking options.

Repeating the course

If you decide to stay in the class because you feel you may be able to finish it with a satisfactory grade but fail or finish the class with a grade that is unacceptable to you, you may repeat the course. Please read the University's repeat policy which is taken from the undergraduate catalog listed under "Registration and Grades"- "Grades":

Repeating courses for which the student is currently eligible can be elected, regardless of the grade received. The following conditions apply:

- 1) **No course may be taken more than three times**, except by permission of the head of the department in which the course is offered.
- 2) **No student may repeat more than 10 different courses** in the process of completing a baccalaureate degree, except by permission of the Academic Standards Committee. Contact is made through the Academic Advising Center.
- 3) **All grades earned** by a student **will be retained** on the student's permanent record. Repeats will be indicated.
- 4) **Only the grade received the last time the course is taken** will be used in compiling graduation credits and in determining the cumulative GPA.
- 5) **A course failed at [EMU]** may not be repeated at another accredited college or university to satisfy [EMU] requirements without prior written approval of the director of Records and Registration.

Counseling Services, 313 Snow Health Center, 734.487.1118,
Counseling.Services@emich.edu

Hours: 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5 p.m., Monday through Friday
www.emich.edu/uhs/counseling.html

Counseling Services' mission is to help students resolve personal difficulties, acquire skills to cope with life problems and grow in ways that will allow them to take full advantage of their educational experience at EMU. Counseling sessions are confidential, free services that assist students in removing barriers to their academic success.

Access Services, 203 King Hall, 734.487.2470,

e-Mail: www.emich.edu/access_services/contact.htm, Web site: www.emich.edu/access_services/

Provides accommodations for students with disabilities, and assists faculty and staff with the implementation of those accommodations. In addition to accommodating students with disabilities ASO provides technical assistance, consultation, and training to units across campus and organizations in the community regarding the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, Disability Awareness, Inclusion, and Accessibility.