



## Withdrawals and Leaves of Absence

**Which one is right for me?** If you wish to return to Meredith after an absence of one or two semesters, 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?** Return leave of absence applications to the Registrar's Office. Undergraduate students return withdrawal forms to the Office of the Dean of Students; graduate students return withdrawal forms to the Graduate Studies Office; and non-degree students in the teacher licensure program return withdrawal forms to the Education Department.

**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 Vice President for Academic Programs. 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 in the Registrar's Office or it can be printed from the Meredith web site at [www.meredith.edu](http://www.meredith.edu). Click on "Academics" "Registrar" "Official Forms".

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.

**Am I forgetting something?** Yes, your laptop if you received a college issued laptop. All students who leave Meredith, either by leave of absence or withdrawal, must return their laptops to the Office of Technology Services in good working order before final approval is given for a leave or withdrawal.

# MEREDITH COLLEGE

## APPLICATION FOR LEAVE OF ABSENCE

A leave of absence may be requested for up to one year. To be eligible for a Leave of Absence, you must be in good academic, financial and social standing and have returned your Meredith laptop computer and all of its associated equipment (if applicable) to Technology Services. Students receiving financial assistance should confer with the Financial Assistance office before applying for a leave. Instructions: Complete both pages of this form and return in to The Office of the Registrar.

Name: \_\_\_\_\_ College ID#: \_\_\_\_\_  
(Last) (First) (Middle)

Contact information while on leave of absence:

\_\_\_\_\_  
(Address – Street Number or P.O. Box) (City) (State) (Zip)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
(Home Number) (Cell Phone Number)

Student Program Level:  
 Undergraduate  Graduate  Licensure  Other: \_\_\_\_\_

I wish to apply for a Leave from the following semester(s):  Fall  Spring  Summer and Year(s) \_\_\_\_\_

I wish to request a leave of absence:  
 Immediately  At the end of the \_\_\_\_\_ semester or \_\_\_\_\_ summer session.  
(semester) (year) (year)

I plan to return to Meredith College: \_\_\_\_\_ New Expected Graduation Date: Dec \_\_\_\_ May \_\_\_\_ Aug \_\_\_\_  
(semester and year) (Year) (Year) (Year)

Are you an International (F1) Student?  YES  NO  
(If Yes, please consult with the International Programs office prior to submitting the Leave of Absence application)

Are you receiving Financial Assistance?  YES  NO  
(If Yes, please see the Financial Assistance Office before submitting the Leave of Absence Application)

Are you receiving Veteran's Benefits?  YES  NO  
(If Yes, please see the Veteran's Representative in the Registrar's Office)

Primary Reason for leave of absence:  Personal  Financial  Academic  Other: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_  
(First) (Last)

Have you discussed your plans with your Meredith faculty advisor?  YES  NO

If not, do you want someone to contact you?  YES  NO

**(please fill out the back side of this form and sign it)**

LEAVE INFORMATION SENT TO: File Advisor Dean of Students Controller  
Associate VP Enrollment Graduate Program Director Financial Assistance Office  
Academic and Career Planning

Revised 8/10/12

For Office Use Only:

