



Office of the Registrar
4500 Massachusetts Avenue, NW • Washington, DC 20016
PHONE 202-885-8650
EMAIL registrar@wesleyseminary.edu

WITHDRAWAL POLICY

Withdrawal applies whenever a student has a condition or is involved in a situation that makes it impossible for the student to fulfill the necessary requirements to complete coursework in a timely manner.

When a withdrawal is approved:

1. The student will be allowed to withdraw from classes without receiving credit for the semester. The grade will be W.
2. Tuition charges will be prorated based on the percentage of the semester actually attended. If the student leaves campus, room and board charges will be prorated. If the student remains on campus, he or she will continue to be charged for room and board.
3. Proceeds from Financial Aid (scholarships, grants, student loans) will be prorated according to a formula set by the Financial Aid office.
4. Remaining proceeds from student loans will be applied to fees for subsequent semesters or returned to the lender, if required.
5. Scholarship support (both merit awards and need based grants) will be prorated to cover prorated charges. If funds are available, one additional semester of support will be provided to the student to allow him or her to take advantage of the original level of scholarship support, less any prorated charges that have been paid by the Seminary.

Medical withdrawals may be initiated two ways:

1. The student may request a medical withdrawal from the Seminary by submitting a written request along with documented proof from a physician that the physical, mental or emotional condition that he or she (or a family member) is suffering will interfere with successfully completing work that has been started during a semester. If the student is aware of a medical condition that would prevent him or her from undertaking or continuing a new semester of study, he or she may maintain matriculation.
2. A student who continually misses classes because of medical or health reasons may be referred by a faculty member to the Associate Dean for Campus Life who will review the facts of the situation and, if determined necessary, recommend that the student take a medical withdrawal from the Seminary.

Prior to being readmitted to the Seminary, the student must show proof of his or her ability to undertake the level of activity required to satisfactorily complete a regular schedule of course work. At minimum this information should:

1. Indicate the level of improvement the student has made in his or her situation.
2. Specify any special conditions that the student must have in place to allow him or her to return.
3. If returning from a medical withdrawal, include a physician's note indicating ability to return to the Seminary.

Upon readmission, the student must meet with the Associate Dean for Campus Life to assess the appropriate level of involvement for the individual and to set up a program that will allow the greatest opportunity for academic success.

Students will not be allowed more than two emergency/medical withdrawals in the course of a degree program. After two such withdrawals, the student will be permanently withdrawn from the Seminary.



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REQUEST FOR WITHDRAWAL FROM CLASSES

Instructions:

1. **Read** back side of this form.
2. Attach physician documentation to form if withdrawing for medical reasons.
3. Deliver signed and completed form to the Dean's Office.

Name _____ Wesley ID _____

Address _____

 Campus Box _____
 Email _____

I request a withdrawal from the following course(s):

Course Number	Course Title	Credits	Semester/Year	Instructor

This withdrawal is a Emergency Withdrawal _____ This is a medical withdrawal _____
 Reason: _____

I have student loans this semester: YES NO I have scholarship this semester: YES NO

 Student Signature _____ Date _____

THIS SECTION FOR DEAN'S OFFICE ONLY

_____ Approved _____ Denied

Billing Instructions: _____

Comments: _____

 Dean Signature _____ Date _____

OFFICE USE ONLY		
COPIES SENT TO:		
<input type="checkbox"/> Instructor(s)	<input type="checkbox"/> Business Office	<input type="checkbox"/> Student
<input type="checkbox"/> Office of Registrar	<input type="checkbox"/> Financial Aid Office	