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. 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.
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: ________________________     ________________________
(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.
(semseter)   (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)
Listed below are a variety of reasons for a student’s Leave of Absence from college. Please read carefully and mark any that apply to you:

<table>
<thead>
<tr>
<th>Major Reason</th>
<th>Minor Reason</th>
<th>Please explain why you chose this item as a major or minor reason</th>
</tr>
</thead>
</table>

**PERSONAL**
1. Health-related issue(s)
2. Spending too much time working
3. Getting married
4. Called up for active duty
5. Have experienced emotional problems
6. Felt racial/ethnic tension
7. Had housing/roommate problems
8. Want to get work experience
9. Meredith College feels too large
10. Meredith College feels too small
11. Family responsibilities
12. Personal-prefer not to say
13. Other (explain)

**ACADEMIC**
14. Courses are too difficult
15. Courses not sufficiently challenging
16. Dissatisfied with my grades
17. Other (explain)

**FINANCIAL**
18. Encountered unexpected expenses
19. Tuition and fees are more than I can afford
20. Did not receive anticipated financial assistance *

* I have discussed this with the Financial Assistance Office? □ Yes □ No

Other Reasons (explain): __________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

I understand that for the purposes of financial aid eligibility and tuition and fees calculations, the effective date of leave is the date this form is received in the Office of the Registrar.

Applicant’s Full Signature: ___________________________ Date: _______________

Approved: ________________________________________ Date: _______________

(Registrar)

Denied: ___________________________________________ Date: _______________

(Registrar)