



Withdrawals and Leaves of Absence for Undergraduate Students  
(Graduate Students should contact the Graduate Office)

**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.

**What do I do next?** Choose the appropriate attached document to begin the process. Return leave of absence applications to the Registrar's Office. Traditionally admitted students return withdrawal forms to the Dean of Students; 23+ students to the 23+ office; licensure students to the Education Department; and non-degree students to the Registrar's Office.

**Can anyone take a leave of absence from Meredith?** Students must qualify for a leave of absence by having good academic, social and financial records at Meredith. That means that you cannot be on academic probation, have an active honor council case/sanction and your tuition account must be clear. Students who do not qualify for a leave of absence must withdraw from the College if they need to be out of school for any length of time.

**How does a leave of absence or a withdrawal affect my academic record?** Students who find it necessary to leave during a term before grades have been awarded will receive non-punitive "W" grades in their current classes. The academic record of a student who leaves after the term is over is not affected in any way.

**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 6<sup>th</sup> through the 10<sup>th</sup> class days; 40% from the 11<sup>th</sup> through the 20<sup>th</sup> class day and 100% from the 21<sup>st</sup> 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.

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.

A student who must leave Meredith after the 21<sup>st</sup> class day for severe medical or family emergency reasons and who would like to request that her tuition charge be adjusted, must appeal in writing to the Vice President for Business and Finance. Appeals should be accompanied by appropriate medical documentation and will be decided on a case by case basis.

**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" "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 are a member of a laptop class. 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.