For Students - What happens if I withdraw from all my classes during the Fall semester?

Before the semester starts through 9/9/15 (Last date for 100% refund from Student Accounts Office):
- Your entire bill is cancelled by Student Accounts.
- All of your financial aid award is cancelled by the Financial Aid Office.

Between 9/10/15 – 10/7/15:
- Your tuition charges will be reduced (see Montclair refund policy at http://www.montclair.edu/registrar/withdrawal-refund-policy/).
- The Federal Calculation formula is required based on your official withdrawal date. This calculation will determine how much of your federal aid (Pell, SEOG, Perkins, Stafford and/or PLUS loans) must be returned to the government.
- NJ state aid (TAG, EOF, NJSTARS and/or Distinguished Scholarship) that was not applied to your billed charges must be cancelled.
  1. If your state grants were credited to your account, they must be adjusted based on NJHESAA policy.
- You will be notified that your charges and financial aid awards have changed; check your email and WESS for the updates. In many cases, you will owe more money to the University.

Between 10/8/15 – 11/6/15:
- Your billed charges do not change.
- The Federal Calculation formula is required based on your official withdrawal date. This calculation will determine how much of your federal aid (Pell, SEOG, Perkins, Stafford and/or PLUS loans) must be returned to the government.
- NJ state aid (TAG, EOF, NJSTARS and/or Distinguished Scholarship) that was not applied to your billed charges must be cancelled.
  1. Disbursed state grants must be adjusted based on NJHESAA policy.
- You will be notified that your charges and financial aid awards have changed; check your email and WESS for the updates. In many cases, you will owe more money to the University.

On or after 11/7/15:
- Your billed charges do not change.
- Federal Calculations formula is not required.
- Disbursed state grants are not changed.
- NJ state aid (TAG, EOF, NJSTARS and/or Distinguished Scholarship) which has not been disbursed must be cancelled.

Definitions:

Official Withdrawal/Leave of Absence – Fall Semester

Official Withdrawal is when you withdraw from all of your classes via WESS and submit the Withdrawal/Leave of Absence form to the Center for Advising and Student Transitions for the semester in question.

Unofficial Withdrawals

Unofficial Withdrawals: This happens when you end the semester earning “0” credits as determined by any combination of “F”s” and/or “WD’s” for all courses. If you are receiving federal financial aid (Pell, FSEOG, Perkins, Stafford Loans and/or PLUS Loans, the Federal calculation will apply and the University is required to return 50% of the total federal aid. The 50% point of the semester is 10/27/15. Any state grant funds will be cancelled in total per HESAA policy. It should be noted that NO adjustment to the billed charges will occur and, in most cases, you will owe additional money to the University.

Partial Withdrawals

If you are a full-time student with disbursed State Grant funds who withdrs from some of your classes after Drop/Add but between 9/10/15 – 10/27/15, you will lose a portion of your State Grants and, in most cases, you will owe more money to the University.
**REQUEST FOR COURSE WITHDRAWAL EXCEPTION**

Withdrawal from classes from time of registration through the ninth week (mid-point for short term and Summer Sessions):

Students may withdraw from one or more course(s) without faculty permission from the time of registration through the 9th week of the semester without academic penalty. A WD will appear on the student’s transcript with no effect on the student’s grade point or cumulative average. The student is responsible for officially withdrawing from the course(s) and all costs for the course. Refunds are dictated by University policy found in the *Web Schedule of Courses* book. It is incumbent upon the student to be familiar with such policies.

Withdrawal from classes after the ninth week through the last day of classes before final exams (mid-point for short term and Summer Sessions):

Although rare, there exist extreme life circumstances that prohibit a student from successfully completing the semester beyond the 9th week. These life circumstances may include death of a parent or spouse, incapacitating accident, extended hospitalization, or other severe condition that prevents the student from attending classes and requires them to withdraw from the entire semester. (Failure to attend a class, failure to drop a course, failing work, lack of attendance, dislike of the instructor, making the wrong course choice, lack of interest, conflict in teaching style or similar reasons are not considered extenuating life circumstances. Withdrawal for these reasons is to occur during the first nine weeks of the semester.) Requests for withdrawal after the ninth week must be completed within the semester and be made by the last day of classes before finals week starts. Retroactive requests will not be considered. If requests for withdrawal from all classes are honored, a grade of WD will be awarded. Requests for withdrawal from individual courses will not be permitted.

Requests for withdrawals from all courses must be made in the following manner:

1. The student submits to the Dean of Students (SC 400) the *Request for Course Withdrawal Exception* form (available online or in the Dean of Students office) plus required documentation substantiating the extreme life circumstance. The requesting student should retain a copy of the completed form and all documentation. After submitting the *Request for Course Withdrawal Exception*, and substantiating documentation, the student may be required to meet with a member of the Dean of Students staff.
2. The Dean of Students Office will send a filled out form to the instructor informing them of the verification of the extenuating life circumstances that requires withdrawal from the course. The instructor will indicate acknowledgement of the granting of a grade of WD.
3. The Dean of Students Office will inform the student of the final determination after discussion with the respective instructors
4. If the requests for withdrawal are not approved, the Dean of Students will recommend that the student go to their respective advisor (located in the Center for Academic Advising and Adult Learning, New Student Experience, E.O.P., etc.) for advice regarding their academic standing, future course selection and other academic assistance.
REQUEST FOR COURSE WITHDRAWAL EXCEPTION (after the 9th week and before final exams (mid-point for short term and Summer Sessions)

Current Semester:      Fall _____        Spring _____     Summer _____     Year_______

Student Name: ___________________________________________ Student ID # __________

Local Address:________________________________________________________

MSU e-mail Address: ___________________________Phone#__________________

I request permission to withdraw from all the courses I am taking this semester. I am taking

Course _________    Section: ___ Title: ________________________________________
Course _________    Section: ___ Title: ________________________________________
Course _________    Section: ___ Title: ________________________________________
Course _________    Section: ___ Title: ________________________________________
Course _________    Section: ___ Title: ________________________________________
Course _________    Section: ___ Title: ________________________________________

Reason for Request: (Use separate sheet to provide detail if necessary)

All requests must be accompanied by appropriate documentation. Attached documentation includes:

Student Signature ___________________________ Date _____________________
Return to:  Dean of Students, Montclair State University, Student Center Room #400,
Montclair, New Jersey  07043

Revised March 28, 2007