

WITHDRAWAL FROM THE COLLEGE & READMISSION

A student who withdraws from their studies at Washington College will find that this decision carries with it many consequences. Withdrawal can affect eligibility for continued access to financial aid or student loan deferral, College-based or external scholarship programs, private health insurance, and other insurance coverage. Thus, it is imperative that students who wish to withdraw from the College first complete the required paperwork and attend exit counseling where appropriate. The Dean of Student Achievement and Success assists students with the process of withdrawal, but it is ultimately the student's responsibility to inform him or herself about the overall effects of a withdrawal. See more about Withdrawal in the Grades Policy (<https://catalog.washcoll.edu/catalog/academic-policies/grades/>)

Exit Interview

Students who plan to withdraw either temporarily or permanently for reasons of transfer, employment, or personal circumstances must contact the Dean for Student Achievement and Success and complete the Withdrawal process. The purpose of this process is to explore factors behind the withdrawal decision, to find out how the College can assist the student through their transition, and to gain feedback on the student's experiences at Washington College.

Refund Schedule

Students who withdraw from the College during a semester are responsible for all non-refundable fees. When the student withdrawal results from a disciplinary action, the College makes no refund of any kind. Tuition refunds or credits will be allowed according to the following schedule:

- Before classes begin: 100%
- During the first two weeks of the semester: 75%
- During the third week of the semester: 50%
- During the fourth week of the semester: 25%
- After the fourth week of class there will be no refund.

Fees for other services are generally not refundable after the start date of the semester. Places in residence halls are assigned for the full semester; therefore, no refunds or credits for rooms are given for a student withdrawing after classes begin. Board refunds or credits are determined on the same basis as the tuition refunds except for students who officially withdraw for medical reasons.

Medical Withdrawal

A student who needs to take a medical withdrawal at any time must present to Health Services or Counseling Services evidence of a documented medical diagnosis that would prevent the student from completing course requirements. Health or Counseling Services advises the Dean of Student Achievement and Success and the Office of Student Affairs about whether the student qualifies for a medical withdrawal. A student may be required by the College to withdraw if their medical condition presents a risk to him or herself or others. In either case, Health or Counseling Services advises the student, the Dean of Student Achievement and Success, and the Office of Student Affairs, in writing, about what the student must do in order to return to the College after treatment of the medical condition. The Dean of Student Achievement and Success helps the student (a) contact the Office of Financial Aid, the Business Office, the Office of Student Affairs and the Registrar and (b) complete the Withdrawal/Leave of Absence process, and informs the faculty that the student has withdrawn.

Voluntary Withdrawal

Before the Withdrawal Deadline: Students may voluntarily withdraw from the College before the course withdrawal deadline (normally the end of the eleventh week of the semester) for any reason. A student who wants to withdraw voluntarily from the College before the course withdrawal deadline must contact the Dean of Student Achievement and Success and complete the requirements for the withdrawal process. The Dean of Student Achievement and Success informs the student's faculty advisor and current instructors that the student has withdrawn. All active courses will be immediately and permanently graded with a "W" grade representing the student's choice to withdraw, unless the withdrawal process was completed prior to the end of that semester's Drop/Add deadline, in which case no grade will appear on the transcript. A student who wants to withdraw from the College before the course withdrawal deadline but is not on campus at that time must follow the same process outlined above.

After the Withdrawal Deadline: After the course withdrawal deadline, in order to voluntarily withdraw from the College for any reason other than a documented medical condition, a student must present to the Dean of Student Achievement and Success evidence of an emergency. If the request is granted, the Dean of Student Achievement and Success helps the student contact the Office of Financial Aid, the Office of Student Affairs, the Business Office and the Registrar and complete the withdrawal process and informs the faculty that the student has withdrawn. All active courses will be immediately and permanently graded with a "W" grade representing the student's choice to withdraw. For students who stop attending classes at the College without being approved for a withdrawal, all active courses will be permanently graded with whatever grade the student earned up to the point they stopped attending, which may be grade of "F".

After the semester has ended: A student who wants to voluntarily withdraw from the upcoming semester at the College should contact the Dean of Student Achievement and Success. The Dean of Student Achievement and Success helps the student contact the Office of Financial Aid, the Office of Student Affairs, the Business Office, and the Registrar and complete the withdrawal process. The process will not be completed until all final

grades for the student are received by the Registrar. A student who changes their mind prior to this point is welcome to contact the Dean of Student Achievement and Success and rescind their withdrawal request.

A student who decides to voluntarily withdraw from the College in between semesters (after leaving campus) must still complete the above steps and may ask the Dean of Student Achievement and Success for assistance in completing the withdrawal process while away from campus.

Note: Students who intend to leave Washington College to participate in a study abroad or academic program that is not a WC-partner, a semester at another college or university (including Semester at Sea), a semester in a non-academic program (including National Outdoor Leadership School), or those who simply wish to take a break from their studies must complete the withdrawal process as described above.

Readmission/Reinstatement of Enrollment

A student who has voluntarily withdrawn from the College in good standing academically and socially and wishes to return, and who has not taken college-level courses at another institution during their time away from Washington College, must contact the Dean of Student Achievement and Success and request Reinstatement of Enrollment. They are then reinstated. A student who has voluntarily withdrawn from the College and, while away, has taken college-level courses at another institution without prior approval from the Dean of Student Achievement and Success must apply to the Admissions Office for Readmission as a transfer student.

A student who has been on a medical withdrawal and wishes to return to the College must demonstrate that they have complied with the recommendations made by Health or Counseling Services when the student withdrew and must have the approval of Health Services or Counseling Services to return. Health or Counseling Services advises the Office of Student Affairs and the Dean of Student Achievement and Success in writing that the student is eligible to return. The Dean of Student Achievement and Success then reinstates the student. Students who have been on a medical withdrawal do not have to apply for readmission.

Merit-based scholarships are generally not reissued to students who withdraw from the College and subsequently apply for readmission, including students who voluntarily withdraw to participate in a study abroad or academic program that is not a partner of Washington College. Students who withdraw and apply for readmission are considered for all appropriate need-based aid programs if they meet the College's need-based aid application deadlines.

Students who receive merit-based scholarships and withdraw, but do not require readmission because they have not taken college-level courses at another institution, will have their merit-based scholarships reissued provided their cumulative grade point average was at least a 3.00 at the time of their withdrawal. However, students who receive merit-based scholarships and who have been approved for an official medical withdrawal and did not have a 3.00 cumulative grade point average at the time of their withdrawal are allowed the benefit of one additional semester of merit-based scholarship aid before any adjustment to the award is determined.

Readmission After Suspension

Students suspended starting with Fall 2024 must complete the full application in order to be reviewed for readmission.

Students suspended prior to Fall 2024 who wish to be readmitted must write a letter to the Dean for Student Achievement and Success requesting readmission. In order to be considered for readmission a student must:

- Present evidence of further academic progress, which includes completing at least two courses with a grade of "C" or better and having a cumulative grade point average of 2.00 or better at the institution where the courses were taken.
- Contact the Registrar to discuss their selected courses at another institution.
- Complete the Transfer Credit Request Form and submit this form to the Registrar's Office prior to registering for the courses.
- Submit to the Registrar's Office an official transcript of all coursework taken during the period of suspension. Students may not be readmitted for the semester immediately following their suspension but may resume study at the College (if approved) after one full semester has passed.