

WHAT EVERY STUDENT SHOULD KNOW ABOUT WITHDRAWING FROM A CLASS AT JC!

Before deciding to withdraw from a course, you should be aware of certain facts. Please read the following information carefully and ask for clarification if you have any questions.

1. PAYMENT RESPONSIBILITIES:

Withdrawing from a course at this time in the semester does not exempt you from your payment responsibilities. It also does not mean that you will receive a refund if you have already paid for your class. When you withdraw from a class, you are still responsible for full payment of all course costs. For those individuals who took advantage of the FACTS payment program, please be aware that withdrawing from a class does not change what you owe for tuition and fees. You are still responsible for paying the entire cost of the withdrawn class.

2. FINANCIAL AID IMPLICATIONS

If you are a financial aid or scholarship recipient, please understand that withdrawing from a class can adversely impact your status for future assistance. Depending upon your academic record, you risk being placed on probation or even losing financial aid eligibility when you withdraw from a class. Before deciding to withdraw, please investigate what impact a 'W' might have on future financial aid and Special Populations assistance.

If you are receiving Title IV (Federal Funds) financial aid, and I withdraw from all of my classes during the first 60% of the semester, you will be subject to an adjustment of Title IV Funds. This may result in you owing money to JC. The return of Federal Title IV Funds will be in the following order: Federal Unsubsidized Stafford Loan, Federal Subsidized Loan, Federal PLUS, Federal Pell Grant and Federal Supplemental Educational Opportunity Grant. This means you may owe money.

3. TRANSFER ISSUES

Students wishing to transfer to other colleges or universities should be aware that many institutions and academic programs assess credit completion to compare student candidates for admittance. A 'W' on your transcript may hinder your ability to gain acceptance into your program or school of choice.

4. NURSING/LPN ADMITTANCE

Withdrawing from a class may negatively impact your admittance into our Nursing/LPN/Allied Health programs. Both programs use an admittance system that assesses and assigns points based on criteria like the number of withdrawals and unsatisfactory grades a student has on his or her academic record. The fewer instances of withdrawals listed on your transcript, the more points you earn for consideration.

5. COURSE SEQUENCING

A number of our academic programs incorporate classes that are offered only one time during an academic year. Please make sure that you know and understand the sequencing of the particular class you wish to drop before withdrawing. You may have to wait until the next academic year before being able to take the class again.

6. HEALTH INSURANCE IMPLICATIONS

Withdrawing from a class may adversely impact your health insurance status if your parents' or spouses' insurance provider mandates that you complete a certain number of credit hours per semester (usually 12 credit hours).

7. SPORTS ELIGIBILITY

Student athletes must be enrolled in a minimum of 12 credit hours to maintain athletic eligibility. Students should speak with the athletic director or their coach prior to dropping a course in order to assure that they will remain eligible to participate in the sports program.

8. ON CAMPUS HOUSING QUALIFICATIONS

Students residing in on campus housing who sign a fall and winter contract (contract term: August – May) must be registered for at least 12 credit hours during both the fall and winter semesters. Students who sign a housing contract for the full academic year (August – August) must also be enrolled in at least 6 credit hours during the spring/summer semester. Students who drop below these minimum credit totals, at any time during a given semester, are subject to contract revocation.

WHAT YOU SHOULD DO if, after reading the above information, you believe withdrawing from a class is no longer an option:

1. **Speak with your instructor.** Whether you have experienced a serious problem in your life or if you have not been attending because your class meets too early in the morning, you should speak with your instructor to see if there is any possibility of rectifying your current academic issues. This conversation may provide solutions to your current difficulties without resorting to withdrawing from a class.
2. **Seek academic assistance** in the form of tutoring or drop-in centers if a particular subject is difficult for you. Please ask the Center for Student Success and/or your instructor about options and services available to you if you need academic support.
3. Speak with your instructor about what criteria are used to determine whether a student is eligible for an **'I' or Incomplete** in a particular course. Incompletes are used by students who have made satisfactory progress in the class, but extenuating circumstances prevent them from finishing the semester. It is not intended to be used early in the semester or if the student's work is lacking in quantity or quality.
4. **Consider joining or starting a study group** in the course area in which you are currently experiencing difficulties.

IMPORTANT NOTE:

After reading this document it is our hope that you are more fully aware of how a 'W' may impact your academic and/or financial aid status. It is important to note that each student's academic record is unique so there may be other issues not listed in this document that may impact your individual student status. Please ask an Academic Success Navigator to address any questions you may have prior to withdrawing from a class. We are more than happy to assist you in any way we can to insure that you make the best possible decisions regarding your academic success.



Withdrawal Form

Records Office/2111 Emmons Rd./Jackson, MI 49201

Phone: 517.796.8425 Fax: 517.796.8446

Semester (circle one): Fall Winter Spring Year: _____

Student ID#: _____ Program: _____

Name: _____

Address: _____

Primary Phone: _____ Email: _____

Discipline Letters	Course Number	Section Number	Course Title

- ___ I understand there will be no refund for the course(s) withdrawn.
- ___ I understand that I will receive a "W" on my transcript for all withdrawn courses.
- ___ I have reviewed "What Every Student Should Know About Withdrawing from a Class at JC".
- ___ If I am a housing student, I understand that I must be actively enrolled in 12 credit hours. A "W" is not active enrollment.
- ___ If I am a veteran student, I understand that I must speak with the VA Certifying Official.
- ___ I have discussed with my Student Success Navigator options such as tutoring.
- ___ I have spoken with the Financial Aid Office, my funder (i.e., Jackson Legacy, employer, Michigan Works!), and in my insurance carrier, if applicable, and understand the consequences of withdrawing from a course:
 - I am aware that I need a minimum cumulative GPA of 2.0 and a 67% completion rate for all attempted courses. A withdraw from a course will NOT affect GPA, and WILL count as attempted but not completed credits.
 - If I am receiving Title IV (federal funds) financial aid, **and I withdraw from all my classes during the first 60% of the semester**, I will be subject to an adjustment of Title IV funds. This U.S. Department of Education calculation may result in me owing money to JC. The return of Title IV funds will be in the following order: federal unsubsidized Stafford loan, federal subsidized loan, federal PLUS loan, federal Pell Grant, and federal Supplemental Education Opportunity Grant. **This means I will owe money.**

Authorization: I authorize JC to withdraw me from the course selections listed above, and I accept full responsibility for any tuition charges based on the accuracy of the information presented. I understand that there is no tuition refund given for withdrawn courses and a grade of "W" will appear on my transcript. I am responsible for understanding how my withdrawal from classes will affect my financial aid status. Additionally, any balance owed to the College must be paid prior to enrolling in a future semester.

Student Signature: _____ Date: _____

Staff Signature: _____ Date: _____