

**GRACE COLLEGE
WITHDRAWAL PROCEDURES
2014-2015**

Policy: Students desiring to withdraw from classes or from the institution should use the following steps, depending on the program in which they are enrolled, to officially notify Grace College of this decision

1. Undergraduate Students – Winona Lake campus

Step One: Obtain a withdrawal form from the Office of Student Affairs and complete the top portion (Student Affairs to photocopy form). This office will notify the faculty advisor.

Step Two: Meet with Resident Director (residential students) or Off-Campus/Commuter Coordinator/Student Affairs staff member (off-campus students). Residential students will set up a time to check out of the residence hall room (and fill out Residence Life portion). Off-campus students will turn in their ID and parking tag at this time.

Step Three: Meet with the Business Office and obtain signature. This office will notify the Library and Alpha Dining.

Step Four: Turn form into Registrar's Office (after room checkout for residential students). This office will notify Financial Aid, who will contact the student in the event that an exit interview is required. When the above steps have been completed, a student is considered to have officially withdrawn. Omission of any step(s) means the student is unofficially withdrawn, putting a refund, repayment guidelines, etc., at risk. Student accounts remain open after withdrawing whereby remaining fines or balances will be assessed (library fines, etc.) and added to the account.

Residential students have 48 hours or until Saturday midnight, whichever comes first, to check out of their room after withdrawing from classes. In the event that a student is not checked out by Saturday midnight, room and board refund will be assessed based on the following week. Those withdrawing at the end of a semester must present the completed forms to their RD after their final checkout.

2. Graduate Students

Students enrolled in a residential graduate or seminary program, should follow the withdrawal procedures outlined in the Seminary Catalog or the Graduate Department of Counseling Catalog, both of which are available [here](#).

3. Online Students

Students enrolled in the Graduate Department of Counseling online program should follow the procedures outlined in the program's catalog, available [here](#).

Students enrolled in other online programs offered by the college should follow these withdrawal procedures, also available in the Department of Online Education's Student Handbook.

Students are responsible for any/all of the consequences associated with withdrawing from a course or their program of study. All students need to contact the Department of Online Education if they are planning on withdrawing. Verification of a student's decision to withdraw needs to come in the form of an email that is sent to The Department of Online Education (online@grace.edu). This email will serve as the official date of action, whereby a student has declared his/her intention of withdrawing. Students need to include their legal full name, program of study, and student i.d. number within the email. All students must also contact their Academic Advisor as specific programs may require the completion of additional documents.

4. *Military Students*

Students who are members, or are the spouse of a member if the member has a dependent child, of the national guard or reserve forces of the United States and who are ordered to state military service or federal service or duty may complete or withdraw from course work without financial penalty. The institution's policy/procedure may be accessed in the [Academic Policies Manual](#) (see Dropping, Withdrawing, Adding, or Swapping Courses).

5. GOAL Students – residential programs

GOAL students on the Winona Lake campus who need to drop a course or plan to withdraw from the GOAL program should contact the Office Manager in the Office of Graduate & Adult Enrollment for assistance. GOAL students at the Weber School locations should first contact their site director.

[Refund policies](#) are available on the Consumer Disclosures page of the institution's web site.