

# Withdrawal from Emory & Henry

A student who withdraws from Emory & Henry before the close of a semester must receive clearance from the Dean of Students. Withdrawal forms are available from the Registrar. Withdrawal will be complete and refunds will be issued based on the date the form is signed by the Dean of Students, following an exit interview. Refunds will be given as described in the catalog section on Refunds in the Event of Withdrawal from the College.

A student who withdraws from the college during the period specified in the academic calendar for course addition will have no courses recorded on the transcript for the semester. Withdrawals will be recorded as W (Withdrawn) on the transcript after the last day for course addition and continuing through the withdrawal deadline. An additional time period is allotted for withdrawals to be recorded on the transcript and designated by the instructor as either WP (Withdrawn Passing) or WF (Withdrawn Failing). After the WP/WF deadline all withdrawals are designated as WF (Withdrawn Failing) unless the withdrawal is for medical or other demonstrably bona fide reasons acceptable to the Committee on Academic Standards.

When seeking a medical withdrawal, students must submit to the Associate Provost a paper copy of their request to withdraw for medical reasons no later than seven class days prior to the last day of classes; students should consult the current academic calendar for withdrawal deadlines. To be approved, withdrawals for medical reasons must be certified by a licensed health professional via a letter on the health professional's letterhead (sent to the Associate Provost) with sufficient explanation as to the medical justification for the student's withdrawal. Medical withdrawals approved by Academic Standards are designated as W (Withdrawn).

The Committee on Academic Standards will also require a student receiving a medical withdrawal to provide a letter by a licensed health professional on the professional's letterhead stating that the student is ready to return to a college environment. This should also be sent to the Associate Provost. In order for a student who has received a medical withdrawal to return for the following semester, this letter should be received by the Associate Provost two days before the start of the next semester's classes. Any student who has been gone from the College for at least one full semester must apply for readmission in order to return. **See Readmission of Students in this catalog.**