

Student ID # \_\_\_\_\_ Semester \_\_\_\_\_ ADD/DROP/WITHDRAWAL FORM – SIENA HEIGHTS UNIVERSITY

Student Name \_\_\_\_\_  
 Print – First/Last Name

**DROP OR WITHDRAW**

Dept.	No. #	Sec	Course Title	Hrs	Instructor Only: Printed Name, Signature and Date

**ADD**

Dept.	No. #	Sec	Course Title	Hrs	Instructor Only: Printed Name, Signature and Date

This action may affect financial aid, account charges, athletic eligibility, or graduation status. It is the student's responsibility to get all signatures required and return this form to the Registrar's Office for processing. Withdraw date is date signed by Advisor. This action is not official unless processed by the Registrar's Office.

STUDENT (SIGNATURE) \_\_\_\_\_

ADVISOR (PRINTED NAME & SIGNATURE) \_\_\_\_\_ DATE \_\_\_\_\_

DEAN (AFTER ADD/DROP PERIOD) \_\_\_\_\_ DATE \_\_\_\_\_

DATE RECEIVED AND PROCESSOR SIGNATURE \_\_\_\_\_  
 REGISTRAR'S OFFICE ONLY

I am dropping all of my current courses: Yes \_\_\_\_\_ No \_\_\_\_\_

**Procedure for adding Adrian Ground Courses after the first week of class:**

- 1) Fill out class department, number, section, course title.
- 2) Obtain all signatures of approval.
- 3) Return form to the Registrar's Office for processing.

Blended, Online and Ground Courses offered at SHU extension campuses cannot be added after the first day of class.

**Procedure for dropping and/or withdrawing from Ground Courses per paper form:**

- 1) Fill out class department, number, section, course title.
- 2) Obtain all signatures of approval.
- 3) Return form to the Registrar's office in SCI 230 for processing.

**Procedure for dropping and/or withdrawing from Blended and/or Online Courses and Sub-sessions:**

- 1) This form is not applicable to blended and/or online courses.
- 2) Student should e-mail / phone his or her academic advisor or the Associate Director of Student Success the intent to drop and/or withdrawal from class(s).
- 3) The Associate Director of Student Success will verify all information and complete the drop and/or withdrawal and notify the following:
  - a. Registrar's Office
  - b. Financial Aid
  - c. Student Accounts
  - d. Student
  - e. Advisor

**WITHDRAWAL FROM A CLASS**

Students who drop from an individual class, without completely withdrawing from Siena Heights University, OR add a course will have their Financial aid adjusted. Students who withdraw from individual classes without completely withdrawing from Siena Heights University will not receive credit for any charges after the first week of classes. Technology fees and course fees are non-refundable. It is the student's responsibility to submit the drop/add form to the Registrar's Office/Site location.

**WITHDRAWAL FROM ALL CLASSES**

It is the student's responsibility to contact the Director of Advising, or the Registrar's Office, or CPS Site Director to Inform the University that they are withdrawing from all courses for which they are registered.

Please attach any supporting documentation: i.e., Medical Records. This appeal may have financial implications and does not release you of financial obligations to the university. Please see the Financial Aid office or Student Accounts for all financial inquiries.

The percentage of refund is determined by dividing the number of remaining full weeks or class periods by the total number of weeks or class periods. The resulting percentage is rounded down to the nearest whole percentage. No refunds will be available after 50% of the enrollment period. For example: A student is enrolled in a class that is 15 weeks in length, withdraws during the second week leaving 13 weeks left in the session. The percentage of refund would be 13 weeks divided by 15 weeks. Since 13/15 is 86.66%, the percentage of refund would be rounded to 80%. The student would then be charged 20% of the tuition for the class.

**NOTE:** Students that do not process a drop/add for all classes from which they intend to withdraw, will be considered to have completed the class and graded according to the add/drop/withdrawal policies. No refund will be given for any class not attended. All drops, adds, and withdrawals are time sensitive. Petitions from the student are required for any special circumstances or special time allowances. Students will be asked to provide supporting documentation for any petitions. Petitions must be submitted to the Registrar for adjudication by the appropriate Dean, Business Office, Financial Aid Office, and the Registrar.

REFUND PERCENTS							
Weeks in Term							
Refund at End of Week	15	10	8	6	5	4	3
1	100%	100%	100%	100%	100%	100%	100%
2	90%	80%	70%	70%	60%	50%	0%
3	80%	70%	60%	50%	0%	0%	0%
4	70%	60%	50%	0%	0%	0%	0%
5	0%	0%	0%	0%	0%	0%	0%
6	0%	0%	0%	0%	0%	0%	0%
7	0%	0%	0%	0%	0%	0%	0%
8	0%	0%	0%	0%	0%	0%	0%