



WITHDRAWAL POLICY

From any or all credit classes:

Weeks 1-5 Automatic "W" grade assigned

Weeks 6-10 "W" or "Y" grades to be assigned by instructor

Week 11 to end

of semester No student-initiated course withdrawals for individual courses. W," "Y," "F," or "I" grades to be assigned by the instructor. Total Withdrawals from all courses are accepted.

Official withdrawal requires a written request from the student by fax (610) 799-1173 or mail. The effective date of the withdrawal is the date when the request is received in the Office of Enrollment Services. Students may be issued a nonattendance grade by the instructor. Students issued nonattendance grades that do not officially withdraw, may receive a final grade of "F".

Withdrawal of students with financial aid:

Both the Office of Financial Aid and the Office of Enrollment Services must be notified in writing of the student's intent to withdraw.

If a student receives any type of financial aid (grants, scholarships, and loans) and officially withdraws completely from classes before the ninth week of class (60% of the semester), the student's financial aid will be prorated according to the U.S. Department of Education's Federal Refund Policy. A student who falls under this policy will have the appropriate percentage of his or her financial aid returned to the appropriate fund and is responsible to pay any balance remaining on the account as a result of this calculation. If a student does not attend class and does not officially withdraw, all charges are billed to the student and financial aid is cancelled.

Office of Enrollment Services—610-799-1171
Office of Financial Aid—610-799-1133