

WITHDRAWAL INFORMATION – Spring 2012

The University College Advising Center provides assistance to students withdrawing from MTSU. Please use the information in this handout to help you make a more informed decision about withdrawing from one or all of your courses. If you have questions or concerns regarding your specific situation, please come by our office in the McFarland Building or call 898-2339 to schedule an appointment or email withdraw@mtsu.edu.

Drop/Add Deadlines

This information can also be found at <http://www.mtsu.edu/records/docs/reg-guide-2012S.pdf>.

Part of Term	Classes Begin	Last Day to Add or Late Register on RaiderNet	Drop/Add Form or Late Reg. Approval Required	Drop Without Grade	Drop with Grade of W	Fee Adj. 100%	Fee Adj. 75%	Fee Adj. 25%	Max. Cr. Hr. Load for Part of Term
1 Full Term Jan. 12-May 3	Jan. 12	Jan. 18	Jan. 19	Jan. 25	Mar. 23	Jan. 11	Jan. 25	Feb. 8	18
A1 Accelerated 1 Jan. 12- Mar. 2	Jan. 12	Jan. 13	Jan. 14	Jan. 18	Feb. 11	Jan. 11	Jan. 18	Jan. 25	9
A2 Accelerated 2 Mar. 15-May 3	Mar. 15	Mar. 16	Mar. 17	Mar. 21	April 14	Mar. 14	Mar. 20	Mar. 27	9
R RODP Term Jan. 12-May 3	Jan. 12	Jan. 18	Jan. 19	Jan. 25	Mar. 23	Jan. 11	Jan. 25	Feb. 8	18

The deadline date to drop with a grade of “W” is 60% of term. After this date, courses cannot be dropped on RaiderNet.

Tuition for undergraduate and graduate-level students is charged at different per-credit-hour rates. Tuition will not be evenly exchanged for dropping and adding courses with different tuition rates. Once the semester begins, tuition exchanges are only allowed for courses dropped and added with the same part of term with equal credit hours dropped and added on the same day.

Regents Online Degree Program (RODP) courses are charged at a different per-hour rate and are charged separately from MTSU courses. RODP courses will not be evenly exchanged with MTSU courses when dropping and adding on the same day.

Accelerated courses do not evenly exchange with full-term or RODP courses once the semester begins.

Fee Adjustments

This information can also be found at <http://www.mtsu.edu/bursar/feeadjustment.shtml>.

Middle Tennessee State University will grant tuition and fee credits for students who make adjustments to their class schedules or withdraw during specific times in a semester. Students who drop classes or withdraw from the university prior to the first day of class will receive a **100%** credit on their tuition and fees. Once a semester has commenced, students will be responsible for a portion of their tuition and fees for dropped courses. Students will also be responsible for a portion of their tuition and fees if they withdraw from MTSU after the start of a semester. Please refer to the [Spring 2012 registration guide](#) for important dates.

Even Course Exchange

There are instances where MTSU will allow students to drop and add a class without being charged for the dropped course. Depending on the student's circumstances, some or all of the following conditions must be satisfied to even exchange one class for another:

1. The student must exchange their courses on the same day.
2. Student's are only allowed to even exchange courses with courses of the same classification.
Ex. Undergraduate courses cannot be even exchanged with graduate courses.
3. A student must be exchanging courses within the same part-of-term.
Ex. RODP courses cannot be even exchanged with MTSU courses.
Ex. Accelerated courses **i.e. Summer sessions**, cannot be even exchanged with full term courses.

How Fee Adjustments are Calculated

Credits on tuition and fees are calculated based upon the class drop or withdrawal date, the tuition and fee credit multiplier, and the number of enrolled hours. The multiplier is based upon the percentage of tuition and fees the student will be responsible for paying once adjustments have been made. For example, if a student drops or withdraws from classes during the 75% timeframe, the multiplier will be equal to 25%. This means that the total tuition and fee charges for the dropped course(s) will be multiplied by 25%, and the student will be responsible for this percentage of their charges. The remaining 75% of tuition and fee charges will be credited to the student.

If a student drops or withdraws from classes during the 25% timeframe, the multiplier will be equal to 75%. This means that tuition and fee charges for the dropped course(s) will be multiplied by 75%, and the student will be responsible for this percentage of their charges. The remaining 25% of tuition and fee charges will be credited back to the student. The table below illustrates how the tuition and fee multiplier is used to calculate the refund amount and the amount a student would be charged.

Adjustment Period	Multiplier	Student Responsible	Student's Credit Amount
100%	1.00	0% Tuition & Fees	100% Credit
75%	.25	25% Tuition & Fees	75% Credit
25%	.75	75% Tuition & Fees	25% Credit

Fee Adjustments for Withdrawn Students

Students who drop all of their classes during a given semester are considered to have withdrawn their enrollment from the university. Tuition and fees will be adjusted based upon the student's withdrawal date. If a student drops all of their classes on the same date, their tuition and fees will be adjusted according to the refund deadline dates above. The table below illustrates how tuition would be adjusted for any student who enrolls in 12 credit hours, and withdraws from the university during the various adjustment periods.

Adjustment Period	Multiplier	Tuition Amount	Student Responsible	Credit Amount
100%	1.00	\$2,628.00 (12 Hrs)	\$0.00	\$2,628.00
75%	.25	\$2,628.00 (12 Hrs)	\$657.00	\$1,971.00
25%	.75	\$2,628.00 (12 Hrs)	\$1,971.00	\$657.00

Fee Adjustments for Drop Classes

Students who drop classes after the first day of a semester will be responsible for a percentage of the tuition and fees for that class. Tuition and fee credits are calculated using the number of enrolled hours, the timeframe when the student dropped the class, and the tuition and fee multiplier. Students who drop a class will receive credit on their tuition and fees based on the difference between the number of enrolled hours minus the number of hours dropped. Please see the table below for an illustration of how tuition credits are calculated when a student drops one or more classes.

Tuition and Fee Charges for Fall 2011 & Spring 2012

All undergraduate students are charged at a rate of \$219 per credit hour until they become enrolled in 12 credit hours. This rate of tuition is capped at 12 credit hours. At that point, undergraduate students are charged \$44 per credit hour for each additional hour over 12 hours. Program service fees are charged at \$63 per credit hour, and are capped at 12 credit hours.

All graduate students are charged at a rate of \$354 per credit hour until they become enrolled in 10 credit hours. This rate of tuition is capped at 10 credit hours. At that point, graduate students are charged \$71 per credit hour for each additional hour over 10 hours. Program service fees are charged at \$63 per credit hour, and are capped at 10 credit hours.

Adjustment Period	Original Hours	Original Tuition	Adjusted Hours	New Tuition Amount	Tuition Credit Amount
100%	15	\$2,760.00	12	\$2,628.00	\$132.00
75%	15	\$2,760.00	12	\$2,661.00	\$99.00
75%	12	\$2,628.00	6	\$1,642.50	\$985.50
25%	15	\$2,760.00	12	\$2,727.00	\$33.00
25%	15	\$2,760.00	9	\$2,694.00	\$66.00

Financial Aid

This information can also be found at http://www.mtsu.edu/financialaid/withdrawing_finaid.shtml.

Changes in enrollment status and/or withdrawing from the university can result in a balance owed to Middle Tennessee State University and a loss of eligibility for all types of financial aid. Below is a schedule on how aid will be adjusted based on changes in a student's enrollment status.

General Effects on Financial Aid

- Students who drop classes during the first 14 days will have their aid adjusted based on their enrollment status. Most types of financial aid are subject to this rule.
- Students must be in attendance at least 61% of the semester to earn 100% of their aid. Any student who withdraws prior to 61% of the semester will have their aid adjusted for the semester. This may result in a balance owed to the University. Please see the current MTSU registration guide for the 61% date.
- Any student who is reported as "stop attending" or "never attended" in one or more of their classes may have some or all of their financial aid adjusted. Any student who is reported as "stop attending" or "never attended" all of their classes will be classified as an unofficial withdrawal from the university. Students who are classified as unofficial withdrawn may have their financial aid adjusted and/or may lose future eligibility for all types of financial aid.

IMPORTANT: Any student who withdraws from the university and is currently on Financial Aid Probation will be suspended from aid for future semesters!

Effects on the Tennessee Lottery Scholarship

- Any first-time freshman who withdraws from the university during the first 14 days will have their Lottery Scholarship(s) cancelled for that semester. However, students will not lose future eligibility for the Lottery Scholarship if they re-enroll within 16 months from their high school graduation date.
- Any continuing or transfer student who withdraws from the University before or after the first 14 days of a semester will lose future eligibility for their Lottery Scholarship(s).
- Any student who is enrolled as a full-time student, 12 or more hours, and drops below 12 hours after the first 14 days of a semester will not have adjustments made to their Lottery award(s) for the current semester, unless a tuition credit is granted by the university. The student will, however, lose future eligibility for their Lottery Scholarship(s).

Contact your counselor in the Financial Aid Office to discuss specific details regarding your Lottery Scholarship.

Always contact your counselor in the Financial Aid Office by phone at (615) 898-2830 or via your counselor's email address before you make any decisions to drop classes or withdraw from the university!

The information in this document was compiled by the University College Advising Center.
Students are ultimately responsible for taking care of ALL aspects of their withdrawal.