



What is Term Withdrawal?

When a student ceases enrollment in all courses after a semester begins, the student is considered to be withdrawn for that semester.

What are the consequences of Term Withdrawal?

Depending on the date of the Term Withdrawal, you may:

- Only have a portion of your charges refunded, following the refund schedule outlined in the catalog
- Lose financial aid awarded for the semester, following recalculation of aid as outlined in the catalog
- Receive W, WF, or WP grades, which negatively impact Satisfactory Academic Progress (SAP)

What if I have completed a course during the semester I plan to withdraw?

Any courses completed prior to Term Withdrawal will remain on your student record. If you've begun other courses that are still in progress, then these courses will be dropped and follow the consequences above. For example, if you complete one 8-week online course in the first session and start your second 8-week online course in the second session, you may request a Term Withdrawal and the second course would be dropped and your financial aid would be recalculated.

What if I intend to start another course after withdrawing earlier in the semester?

You might be able to. In order to determine if you can and what needs to be done, you must contact the designated official by email to rescind your withdrawal. Financial aid will be recalculated based upon any new course enrollments and any financial aid received for prior courses in the semester may be removed.

Will I still be able to enroll in courses for the following semester?

Yes, you are still an active student, with access to your my.moody student portal and email. When you receive notification for registration for the upcoming semester, you would be eligible to enroll in courses at that time.

What if I don't enroll in courses for the following semester?

Undergraduate Campus Students: If you do not enroll in courses or request intermission for the next semester, then you will be discontinued. You will need to apply for readmission to Moody in order to return.

Undergraduate Distance Learning Students: You will be allowed **four** semesters (Fall and Spring) to resume enrollment, after which you will be discontinued for non-enrollment. You will need to apply for readmission to Moody in order to return.

Graduate Students: You will be allowed **two** semesters (Fall and Spring) to resume enrollment, after which you will be discontinued for non-enrollment. You will need to apply for readmission to Moody in order to return.

What if I don't intend to return to Moody in the near future?

If you know at the time you withdraw that you will not be returning to Moody in upcoming semesters, you will need to let the school know this at the time of withdrawal. You will then be discontinued as a student at the end of the semester.

What if I withdraw while on academic probation?

If you withdraw while on probation, please contact your associate registrar immediately, otherwise you'll be academically dismissed.

Can I drop all of my courses in my Student Center in the my.moody student portal to Term Withdraw?

Students are permitted to drop courses in their Student Center in the my.moody student portal up to the half-way point of each course. However, we encourage you to contact the designated official to request Term Withdrawal to ensure that you do not receive unintended consequences for dropping courses yourself.

How do I begin the Term Withdrawal process?

You must contact a designated official to request Term Withdrawal or to ask further questions. Please contact any associate registrar in the Office of Academic Records at 312-329-2087 or their specific email as listed on the website (www.moody.edu/academic-records/). You will receive a confirmation email once your withdrawal has been processed. Additional instructions or a request for further information, if any, will be included in the confirmation email.