



Withdrawal from courses offered in modules (courses that do not span the full semester (7A, 7B, A, B, X, S, and Z courses))

The Office of Student Financial Services is required to monitor a student's semester enrollment status in classes that are offered in modules (7A, 7B, A, B, X, S, and Z courses) for students that are receiving federal funds.

If a student who is enrolled in modular courses withdraws from all courses in the 1st module, the student will not be considered a withdrawal if:

- The College received written confirmation that the student will attend a later module in the same payment period of enrollment. This written confirmation must be submitted to the Office of Student Financial Services (sfs@sjfc.edu) within 5 business days from the withdrawal from all courses in the 1st part of term.
OR
- The student completes the requirements for graduation
OR
- The student completes one or more modules that, together, comprise at least 49% of the days in the payment period
OR
- The student completes coursework equal to or greater than the coursework required for half-time enrollment.

A student in at least 1 modular course will be reviewed under this module withdrawal policy.

If the student does not express his/her intent to remain registered and does not meet the above criteria, it is determined that the student has not completed the requirements for graduation, the withdrawal from the courses comprised of less than 49% of the days in the payment period, and the student did not complete coursework equal to or greater than the coursework required for half-time enrollment, the student will be removed from the 2nd part of term module courses and will be considered a withdrawn student. In this case, SJFC is required to process a return of Title IV refund calculation on the student's account. Depending on the amount of time the student attended classes, a portion of the student's Title IV aid (Pell, Federal Loans, etc.) may need to be returned. This could result in a balance due to the College.

Students that withdraw from a modular course and remain registered in a full term course do not fall under this policy.

Full-time undergraduate students receiving institutional scholarships and/or grants that withdrawal from a 7B, B, S, or Z (2nd part of term) course prior to the start of the course, resulting in their enrollment to drop below full-time status (12 or more credits), will have their tuition adjusted to part-time status (based on the remaining enrolled credit hours) and the student will not be eligible for full-time institutional scholarships and/or grants. If the students withdrawals from all courses, the Title IV refund calculation will not include eligibility in institutional scholarships and/or grants. The student is responsible for contacting the Office of Student Financial Services prior to withdrawing from the course(s) and any outstanding balance due.

Please contact the Office of Student Financial Services with any questions at (585)385-8042 or sfs@sjfc.edu.