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**New credit policy for summer registration approved 3/22/07.**

The policy regarding the number of credits for which a student may register during the summer sessions at Mansfield University is as follows:

Students may not take more than six credits during either session (SU or SF), or more than 12 credits across the summer without the approval of the Dean of Faculty.

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**New Graduation Outlook policy approved 3/22/07.**

You will receive a “Graduation Outlook” letter upon submission of your ‘Application for Graduation’. The application is available through WebAdvisor, and should be submitted at least one year prior to your intended date of graduation. The “Graduation Outlook” notes outstanding courses and / or requirements necessary to be completed for graduation including any deficiency in the cumulative quality point average (QPA) in all coursework attempted and in the major.

A “Graduation Deficiency” letter will be sent after the end of the Add / Drop period in the semester in which you intend to graduate if you still have outstanding graduation requirements that have yet to be resolved.

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**Withdraw from an Online Course policy approved 3/22/07.**

Students can withdraw from a course after the drop period and before 4:00PM on the Friday of the ninth week of classes. You initiate the process by emailing the course instructor of your intent to be withdrawn from. If you have less than 61 semester hours earned, you must also “CC” your advisor on the email. The instructor will forward the email to the Registrar’s Office at [registrar@mansfield.edu](mailto:registrar@mansfield.edu). A ‘W’ will be recorded in the permanent record and will not be calculated in the quality point average (QPA). A student who withdraws from all courses is automatically withdrawn from the University.