

Credit and Drop Policy for Moody Bible Institute

To drop a class, go to my.moody.edu and then “Student Center.” Click “Enroll” and then choose “drop” from the tabs at the top. If you have an issue dropping your course, you can contact Academic Records at 312-329-2087.

The following chart lists the tuition credit you are given for dropping classes. If you drop your class and receive a credit, you can contact Treasury Operations at 312-329-4368 to request a refund.

Amount of Credit to Students Account	Independent Study and Self-Paced Course	16/15-Week Class	8-Week Class
100%	Week 1	Week 1	Class Start-Day 4
75%	--	Week 2	Day 5-7
50%	Weeks 2-4*	Week 3	Week 2
0%	Week 4+*	Week 4+	Week 3+

*An additional credit of 50% will be added if Independent Study materials are return in sellable condition.

Students may drop a class at any time through the student portal. Grades will be assigned based on the date the course is dropped according to the schedule below. Courses dropped after the half-way point of the class will be assigned a grade of Withdraw Fail (WF), which will negatively affect GPA.

Grade Given	Independent Study and Self-Paced Course	16/15-Week Class	8-Week Class
Drop-No grade	Class Start-Day 30	Week 1-3	Week 1-2
Withdraw- "W"	Day 31-Day 56	Week 4-8	Week 3-4
Drop with Greater Penalty* (WF)	Month 3+**	Week 9+**	Week 5+**

*If a course must be dropped during the Greater Penalty period due to an Emergency, student may submit an official appeal to the Academic Standards Committee. If approved, the grade of Withdraw Fail (WF) will be changed to Withdraw Pass (WP). Appeal forms may be obtained from the Academic Records office.

**You must email academicrecords@moody.edu to request a drop during this time.