

Official Withdrawal Process

Partial Withdrawal

withdrawal from some, but not all, courses for the semester

You should complete the course withdrawal form, available in the Enrollment Center, Room G110a, or the Advisement and Counseling Services Office, Room G208.

Total Withdrawal

withdrawal from all courses for the semester

You should contact the Advisement and Counseling Services Office in Room G208.

Re-Admission

A new admissions application is needed if you have not attended BCC for a period of time.

- If you want to return after three semesters, you can register for classes through the Enrollment Center Office.
- If you want to return after four semesters of no registration activity, contact the Admissions Office to reapply for admission.

For example, if you attended Fall 2008 contact Enrollment Center if you want to register for classes for the Spring 2009, Summer 2009, Fall 2009, or Spring 2010.

For Summer 2010, contact the Admissions Office.

Exception: Students in competitive programs of study must reapply through the Admissions Office after any break in attendance.

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Impact on Financial Aid Award

Partial Withdrawal

§ Partial withdrawal prior to the disbursement of financial aid funds will result in your financial aid being recalculated (reduced) based on your actual enrollment at the time the check is disbursed. *See the tuition and fee information. In most cases, you will still be charged for the class.*

Total Withdrawal

§ Official withdrawal in the first two weeks will result in cancellation of all financial aid. *Charges will be cancelled (except \$37).*

§ Official withdrawal from the third week of class up through the 60% point (measured in days) of the semester will result in your financial aid award being recalculated (reduced) based on the percentage of time you attended for the semester. For example, if you withdraw at the 42% point of the semester, your financial aid award will be reduced to 42% of the original award. *See the tuition and fee information. In most cases, your charges will not be reduced.*

§ Official withdrawals after the 60% point of the semester will result in no change in the financial aid award.

§ Unofficial withdrawals will result in reduction of the financial aid award. You will be considered an unofficial withdrawal if you receive all non-passing grades for the semester. The last documented date of attendance or the mid-point (50%) of the semester will be used to recalculate the financial aid award. For example, if you receive any combination of W, I, U, F, L, N grades, your award may be reduced because of the unofficial withdrawal. *Remember, your charges will not be reduced due to unofficial withdrawal.*

Tuition and Fee Charges

(for traditional semester)

- Official withdrawal within the first two weeks of class will result in a 100% refund of your tuition and fee charges, less a \$37 fee.
- Official withdrawal during the third week of class will result in a 50% refund of your tuition and fee charges, less a \$37 fee.
- Official withdrawal after the third week of class will result in NO change in your charges. You will be responsible for the full tuition and fee charge.

Academic Standing

“W” grades do not affect your GPA. However, “W” grades are considered, and will have a negative impact, in the calculation of your Satisfactory Progress Index (SPI). The GPA and SPI are used to determine academic probation and dismissal.

Last Date for Student Generated Withdrawal—Without Academic Penalty

You may officially withdraw from a class up through the tenth week and still receive a “W” grade. The “W” grade will not affect your GPA, but will affect your SPI. After the tenth week, you may receive an “F” grade, which will affect both your GPA and SPI.

Minimum Satisfactory Completion Rate

You must successfully complete 75% of your attempted credits to maintain eligibility for student financial aid programs. For example, if you are taking 12 credits, you must complete 9 of them. W, I, U, and F grades are not considered as passing grades. This policy applies to your eligibility for financial aid funds only.

Withdrawals, whether official or unofficial, partial or total, will impact you in several ways. This pamphlet outlines the areas to consider, in addition to your reasons for withdrawing, when deciding if a withdrawal is the best course of action.

Withdrawals might affect:

- Tuition and fees
- Academic standing
- Minimum satisfactory completion rate
- Financial aid award

You may also want to talk to an advisor about how withdrawing can affect:

- Your health insurance coverage
- Your V.A. benefits
- The length of time it will take to complete your degree

Contacts

Advisement and Counseling Services
G208, Extension 2227 or 2231

Connections Center
G205, Extension 2760

Financial Aid Office
G110, Extension 2513

Admissions Office
G110, Extension 2534

Enrollment Center
G110 Extension 2513

Student Accounts Office
G110, Extension 2161

Withdrawal

and its impact on:

Tuition & Fees

Academic Standing

Financial Aid

Re-admission