

BLUE MOUNTAIN COLLEGE

Policies and Procedures

AREA: Academic Affairs

NUMBER: Policy 2.14

SUBJECT: Withdrawal from the College

1. Undergraduate

A. Requirements for Withdrawing from College

Any student who desires to withdraw from Blue Mountain College should complete a withdrawal form in the Office of the Registrar. Before the withdrawal can be processed, the student must secure a signature of clearance from a staff member in the Office of Business Affairs, the Office of Financial Aid, and, if a resident student, the Office of Student Affairs. Should extenuating circumstances prevent the student who is withdrawing from returning to campus, a telephone withdrawal to the Registrar's Office may be accepted provided clearance can be secured from the Office of Business Affairs, the Office of Financial Aid, and the Office of Student Affairs. A student must, however, return any college properties on loan to the student such as library books, reference materials, chorale folders, etc.

B. Grades Associated with Withdrawal

Students who officially withdraw prior to the end of the eighth week of the semester or the eleventh class meeting of a regular summer term will have the non-punitive grade of *W* recorded on their transcript. Students who officially withdraw after the eighth week of the semester or the eleventh class meeting of a regular summer term will be assigned a grade of *WP* or *WF* by the instructor of the course involved based upon the quality of course work done by the student up to the withdrawal date. Students may not withdraw from a course after the twelfth week of the semester or after the seventeenth day of a regular summer term.

If a student drops out of a course without completing the official withdrawal form in the Registrar's Office, a grade of F is recorded for each course at the end of the semester on the student's permanent record.

In rare circumstances, exceptions to the above deadlines and/or grading policies may be made by the Vice President for Academic Affairs. [Cross reference with Policy 2.13: Change of Class Schedule.]

C. Tuition Refund at Withdrawal

The date that a student withdraws in writing in the Office of the Registrar is the date used for calculating any tuition refund. The institutional refund policy is distributed to students during registration and is included in the Finances Section of the College catalog. [Cross reference with Policy 5.25.]

2. **Graduate**

A student who desires to withdraw from a graduate program should directly contact the Office of Graduate and Continuing Education for the appropriate withdrawal procedure. Failure to properly withdraw from a course will result in a grade of *F*.

Any refunds of tuition will be based on the date on which the student files a request to withdraw with the Office of Graduate and Continuing Education.

SOURCE: Board of Trustees: February 22, 2002; October 03, 2003; February 25, 2005; October 07, 2005; November 27, 2006.

[Editorial Change: June 19, 2006]