

BLUE MOUNTAIN COLLEGE

Policies and Procedures

AREA: Academic Affairs

NUMBER: Policy 2.14

SUBJECT: Withdrawal from the College

1. **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.

2. **Grades Associated with Withdrawal**

The College establishes and publishes withdrawal dates on each academic calendar for semesters and terms. Students may not withdraw beyond the published dates. Grades of W, WP or WF are determined by the date of withdrawal as published on the current academic calendar. Dropping classes and/or withdrawing from all classes may have an immediate and/or future affect on financial aid eligibility.

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.

3. **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: Student Refunds.]

SOURCE: Board of Trustees: February 22, 2002; October 03, 2003; February 25, 2005; October 07, 2005; February 29, 2008.

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