



WITHDRAWAL

POLICY

A student who elects to withdraw from a course or from the College is expected to consult with his or her instructor(s), faculty advisor, and the Financial Aid Office. To officially withdraw from the College, a student must complete a Withdrawal Request Form which is available through Records and Enrollment Services, advisors, or the academic-administrative assistants. The form must be signed by the student, the student's advisor, and the student's instructor(s) including the last date of attendance. The student should then submit the Withdrawal Request form to the Record and Enrollment Services Office.

PROCEDURE

Students that officially withdraw from a course or from the College on or prior to the official withdrawal date, which is the 65 percent point of the course, will receive a "W", with no effect to GPA.

If a student is absent for any reason in excess of 20 percent of the class hours, he or she is in violation of the Brunswick Community College attendance policy. If the violation occurs before the official 65 percent withdrawal deadline and the student fails to complete an official withdrawal, the instructor should issue the grade of "EA" (Excessive Absenteeism), with no effect to the GPA. If the violation occurs after the 65 percent withdrawal deadline and the student fails to complete an official withdrawal, the instructor should issue the grade of "F" (or "R" in developmental education courses). The grade of "F" will be calculated as a failing grade (0 Quality Points) when determining the student's GPA.

If the student presents written documentation of extenuating circumstances which make it impossible for the student to continue in the course after the 65 percent withdrawal deadline, a grade of "W" may be awarded upon agreement of the instructor and the Associate Vice President of Student Services and Enrollment Management. An extenuating circumstance is defined to be a condition that became existent after the official withdrawal date which forces the student to withdraw from classes for reasons beyond his/her control. Documentation, including dates and the exact condition, must be provided to the Associate Vice President of Student Services and Enrollment Management prior to the last date of the class meeting. In approved cases, a student will receive a grade of "W" on his/her academic record with no effect to GPA. Unsatisfactory academic performance does not meet the requirement of an extenuating circumstance.

Notice: Any student receiving financial aid who stops attending all of his/her courses prior to the 65% point of the semester may owe back to the College a portion of the aid received that semester. Contact the Financial Aid Office to determine the financial obligation.

Approved by the Brunswick Community College Board of Trustees

November 17, 2004; June 28, 2013