



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), a member of their success team (success coach or faculty advisor), and a Financial Aid representative. To officially withdraw from the College, a student must complete a Withdrawal Request Form which is available through the Academic Support Office. The Withdraw Request form must be signed by the student, a member of student's success team, and if applicable, a Financial Aid representative. Financial Aid students must obtain the last date of attendance from the student's instructor(s) prior to obtaining a Financial Aid representative's signature. To complete the withdraw process, the student must submit the Withdrawal Request form to the Records and Enrollment Services Office.

PROCEDURE

All students have the option to withdraw before the 75% point of a class without academic penalty. A student withdrawing from a course is responsible for initiating an official course withdrawal through the Academic Support Office or with the instructor of the course.

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. Unless the student officially withdraws from the course, the instructor and/or student services administrator, in consultation with the instructor may instigate an administrative withdrawal and inform the Director of Records and Enrollment Management of the student's last date of attendance.

If the student presents written documentation of extenuating circumstances which make it impossible for the student to continue in the course, a grade of W may be awarded upon agreement of the instructor and the Associate Vice President of Student Affairs. 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(s), must be provided to the Associate Vice President of Student Affairs. 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.

Students who withdraw from class(es) prior to completing at least 60% of the enrollment term will have their financial aid eligibility recalculated based on the percent of the term completed. Withdrawals can affect a student's satisfactory academic progress for continued financial aid eligibility and can result in the student needing to repay financial aid monies already received.

Notice: Any student receiving financial aid who stops attending all of his/her courses prior to the 60% 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

August 2017

Procedures Revised June 18, 2018