

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 (Form 02.14.01) 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 Enrollment and Student Services. Should extenuating circumstances prevent the student who is withdrawing from returning to campus, a telephone withdrawal to the Office of the Registrar may be accepted provided clearance can be secured from the Office of Business Affairs, the Office of Financial Aid, and the Office of Enrollment and Student Services. A student must, however, return any college properties on loan to the student such as library books, reference materials, chorale folders, etc. [Cross reference with Policy 4.20: Threats or Harm to Self or Others for information related to involuntary withdrawal from the College.]

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 (Form 02.14.02) in the Office of the Registrar, 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.]

4. Involuntary Withdrawal

Blue Mountain College may at times find itself faced with a situation in which a student's behavior inside and/or outside the classroom demonstrates he/she poses a potential threat of harm to himself/herself or others, or creates a pattern of extreme disruption. In these situations it may be appropriate and necessary to initiate an involuntary withdrawal from the College. Involuntary withdrawal will be utilized only after attempts to secure cooperation for a voluntary withdrawal have been exhausted. Involuntary withdrawal is necessary when a student, as a consequence of perceived mental disorder:

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- 1) engages in behavior which is imminently harmful either to himself/herself or others; or
- 2) is unable to meet reasonable institutional standards of conduct.

A student may appeal an involuntary withdrawal by presenting a written request to the Vice President for Academic Affairs. The decision of the VPAA will be final. [Cross reference with Policy 4.20: Threats or Harm to Self or Others.]

SOURCE: Board of Trustees: February 26, 2010; February 29, 2008; October 07, 2005; February 25, 2005; October 03, 2003; February 22, 2002
EDITORIAL CHANGE: January 18, 2013; June 19, 2006

ACCOMPANYING DOCUMENTS:

1. Form 02.14.01: Withdrawal from School
2. Form 02.14.01: Withdrawal from Class