

Withdrawals, whether official or unofficial, partial or total, will impact you in several ways. This pamphlet outlines the areas to consider, in addition to your personal reasons, when deciding if a withdrawal is the best course of action.

Withdrawals might affect:

- Tuition and fees
- Academic standing
- Satisfactory completion rate
- Financial aid award
- Health insurance coverage
- Veteran benefits
- Length of time it will take you to complete your academic program.

Contacts

508 678 2811

Advising Office
G208, extension 2777

Connections Center
B120, extension 2761

Financial Aid Office
G110, extension 2515

Admissions Office
G110, extension 2947

Student Accounts Office
G110, extension 2160

Revised July 2017

Equal Opportunity/Affirmative Action and Non-Discrimination Statement

Bristol Community College is an Affirmative Action/Equal Employment Opportunity Employer and does not discriminate on the basis of race, sex, gender identity, color, national origin, sexual orientation, genetic information, religion, age, veteran status or disability under state or federal law in any aspect of employment, admissions, access or treatment of its programs and activities. Applicants for admission and employment, students, employees, and referrals of applicants for admission, and employment with questions or complaints about compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title VI of the Civil Rights Act of 1968, Title I and Title II of the Civil Rights Act of 1991, the Equal Pay Act of 1963, Executive Order 11246 (1965), and Title IX of the Education Amendments of 1972, should contact Lisa Tarantino, Acting Vice President of Human Resources and Affirmative Action, Hudnall Administration Building, D208a at 508 678-2811, ext. 2194. Those with questions or complaints regarding the Americans with Disabilities Act or Sections 503 and 504 of the Rehabilitation Act of 1973 should contact, Michael Bensink, Director of Counseling, Commonwealth College Center, G213, at (508) 678-2811, ext. 2379.

Inquiries regarding federal laws may be directed to:

Office for Civil Rights
U. S. Department of Education
33 Arch Street, Suite 900
Boston, MA 02110—1491
Telephone 617 289 0111

U. S. Equal Employment Opportunity Commission
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
Telephone 617 565 3200 or 188 669 4000
TTY 617 565 3204 or 1 800 669 6820

Inquiries regarding state laws may be directed to:
Massachusetts Commission Against Discrimination
800 Purchase Street, Room 501
New Bedford, MA 02740
Telephone: (508)990-2390 Fax: (508)990-4260.

Withdrawal

and its impact on

Financial Aid

Tuition and Fees

Academic Standing

Re-admission

BCC
BRISTOL COMMUNITY COLLEGE

Official Withdrawal Process

Students are responsible for withdrawing officially if they stop attending any or all classes. A grade of “F” will be assigned to any student who stops attending a course but does not officially withdraw.

Partial Withdrawal

To withdraw from an individual class and remain enrolled in other classes, you can complete the course withdrawal form available at the Enrollment Center. Note that a partial withdrawal **does not require that you repay financial aid**, so long as you receive a passing grade in at least one other class for the semester. **This may be a better option** than a total withdrawal since there is no financial penalty.

Total Withdrawal

If you plan to withdraw from all classes, it is recommended that you arrange an exit interview with a counselor. Contact the Advisement and Counseling Services Office or the Enrollment Center.

Re-Admission

An admissions application is needed if you have not attended BCC for a period of time.

- If you are in good standing and return after three semesters of no academic progress, you will remain in your program of study and re-admission is not required.
Exception: Students in competitive programs of study must reapply after any break in attendance.
- If you return after four semesters of no academic progress, you must reapply through the Admissions Office.

Impact on Financial Aid Award

Total Withdrawal

For financial aid purposes, the withdrawal date is the official withdrawal date or 50 percent of the semester if no official withdrawal date exists. Students enrolled in modules* who do not successfully complete at least one class in each module are also considered to have withdrawn.

- Official withdrawal within the drop period (the first two weeks of the traditional semester) will result in cancellation of all financial aid. Tuition and fee charges will be cancelled, except \$37. You will be responsible for all book advance charges.
- Withdrawal after the drop period and up through the 60 percent point of the semester will result in financial aid reduction based on the percentage of time you attended the semester. **You will be responsible for repaying a portion of the financial aid.** For example, if you withdraw at the 42 percent point of the semester, the financial aid will be reduced to 42 percent of the original award.
- Official withdrawal after the 60 percent point will result in no repayment of financial aid funds already disbursed.
- Unofficial withdrawals occur when only non-passing grades are received. Financial aid is reduced using the 50 percent point of the semester. For example, if you receive any combination of W, U, F, L, N grades, your award will be reduced to 50 percent or the withdrawal date percentage, whichever is later, and **you will need to repay** a portion of financial aid.

*A module is a class that does not span the entire length of the traditional semester.

Impact on Charges and Academic Standing

Tuition and Fee Charges

- Official withdrawal during the first two weeks of class*, will result in a 100 percent refund of tuition and fees, less the \$37 non-refundable fee.
- Official withdrawal during the third week of class* will result in a 50 percent refund of tuition and fee charges, less the \$37 non-refundable fee.
- Official withdrawal after the third week* of class will not reduce charges. You will be responsible for the full tuition and fee charge.

Academic Standing

W grades do not affect your GPA but are considered in the calculation of your Student Completion Rate (SCR). Your academic standing is measured in two components: GPA and SCR. Students who do not maintain good standing may be placed on Warning or Academically Dismissed. Financial assistance is not available to students who are academically dismissed. For more information review the Academic Standing policy in the College Catalog or Student Handbook.

Date for Student Generated Withdrawal

You may officially withdraw from a class up through the tenth week* and still receive a W grade. The W grade will not affect your GPA, but will affect your SCR. After the tenth week, you may receive an F grade, which will affect both your GPA and SCR.

*based on the traditional semester