

COURSE WITHDRAWAL

After the add/drop periods end, students who wish to withdraw from a course must complete and submit a Course Withdrawal form. Withdrawal for full semester courses must be filed by the end of the eleventh week of class. Withdrawals from half-semester courses must be filed by the end of the fifth week of classes. The date of the withdrawal is contingent upon the day the BAC receives the official Course Withdrawal form.

A withdrawal from a course appears as a "W" on academic transcripts and does not affect grade point average. However, the credits remain on the student's schedule and count towards attempted credits for the term. Students who receive financial aid should contact the Financial Aid Office to assess the consequences of withdrawing from a course prior to withdrawing.

Any refunds are administered according to the Bursar's Refund Schedule. The amount of the refund is contingent upon the date the student's written notice is received by the Registrar or Advising Services.

STUDENT INFORMATION

Student Name: _____ BAC ID# _____

Date of Birth: _____ Email: _____

Certificate Program: _____

COURSE INFORMATION

Course Code: _____ Section: _____ Course Title: _____

Instructor: _____ Semester/Year: _____

Last date of attendance in course: _____

REASON FOR WITHDRAWAL

Student Signature: _____ Date: _____

Office Use Only:

Rec. Date:	Reg Signature:	Bursar Signature:
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