

WITHDRAWAL

To withdraw from BCC&S, a student must submit a written letter of withdrawal to the administration.

Without such written notice, the student is responsible for all tuition charges and grades for the semester.

WITHDRAWAL FROM COURSE(S) POLICY

Students may officially withdraw from one or all courses without academic penalty by submitting a letter or adjustment form to the Registrar. There is an official withdrawal deadline date for each semester. The withdrawal deadlines are listed in the college's operational calendar, as well as specified in the professors' syllabus. Students who officially withdraw before the deadline but after the drop/add period are given a "W" grade or non-punitive grade.

IMPORTANT: If a student does not officially withdraw by the deadline, the professor must assign a letter grade other than "W" to the grade report. If the student has serious extenuating circumstances, the student may petition the Vice President of Student Affairs for a late withdrawal. Students who officially withdraw from a class may not continue attending the class.

WITHDRAWAL FROM SCHOOL

A student desiring to withdraw from school must submit a written request to the Academic Dean and remain in class until a decision has been made. Failure to make a written request for withdrawal, except under extreme emergency, constitutes a failure in every course.

Withdraw from a Course

How to Withdraw

You may withdraw from a class in the following ways:

- Inform the Professor, Dean of Students, Registrar, or the President
- Complete the [online withdrawal form](#)
- Download and print the [withdrawal form](#) and submit it to the Office of the Registrar. Withdrawal forms may not be faxed.

BEREAN CHRISTIAN COLLEGE AND SEMINARY

STUDENT WITHDRAWAL FORM

Withdrawal is defined as a complete separation from Berean Christian College and Seminary for a particular semester. A student can withdraw from courses online but may not withdraw from the last registered course online. Students withdrawing from all courses must complete a withdrawal form, meet with the Dean of Students, Registrar, Professor or President. Then submit the completed form to the Office of the Registrar by the withdrawal deadline as published in the Academic Calendar, Catalog, or on the BCC&S website. Failure to follow this procedure may result in a grade of "F" being assigned for each course for which the student is registered. No fee is charged for withdrawals. Include the Course Prefix Course Number, Instructor's Name, Withdrawal Reason with this form. You may attach an additional sheet if necessary (please type).

Term: () Fall () Spring () Summer Year _____

Student I.D. _____ E-Mail address _____

Last Name _____ First Name _____ MI _____
Address _____
City, State: _____
Zip Phone: Home: _____ Cell _____

Course Number	Name of Course	Credit Hours	Professor	Reason for withdrawal

Signature of Student _____ Date: _____

Signature of Advisor _____ Date: _____

Berean Christian College and Seminary does not discriminate based on sex (including pregnancy), race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information and sexual orientation in any of its educational programs, services or activities, including admission and employment.

