

Bexley  Seabury
Course Drop & Withdrawal Form

Drop – before the course begins
Withdrawal – after course begins

Name

Email Address

Phone Number

Course Name

Course #

Start Date

Please check the appropriate box:

- I am registered for this course and want to **drop it before it begins**.
- This course has begun and I want to withdraw** from it for the following reasons:

Required signatures:

Student: _____

date: _____

Advisor: _____

date: _____

Academic Dean: _____

date: _____

*The Academic Dean's signature is required only in the case of a **withdrawal** request. Please read carefully the withdrawal and refund policy and procedures on the reverse side of this form.*

BEXLEY SEABURY SEMINARY DROP/WITHDRAWAL & REFUND POLICY

Drops: A Bexley Seabury course may be dropped at any time before a class begins. Bexley Seabury students may drop courses online through Populi (the student information system through which they registered). There will be no charge for tuition or fees for dropped courses and the course will not appear on the transcript.

Withdrawals:

Once a Bexley Seabury course begins, students may not drop a course but may request permission to withdraw, in accordance with the policy and procedures outlined below. A withdrawal is recorded on the transcript with a grade of “W,” but does not count toward the calculation of GPA.

- Up to and including the 60% mark in the duration of the course, students who wish to withdraw must submit a course withdrawal form to their advisor for approval. Approved withdrawal forms, dated and signed by the student and advisor, must be submitted by the student to the Registrar, Susan Quigley (squigley@bexleyseabury.edu).
- Students who withdraw after the 60% mark in the duration of a course must obtain the permission of the advisor *and* of the academic dean. Normally, students who are failing the course at the time of the withdrawal request will not be permitted to withdraw if there is no realistic possibility that the student could complete the course with a passing grade. The granting or denial of withdrawal requests beyond the 60% mark is in the sole discretion of the academic dean based on the dean’s determination that good cause for the withdrawal has been demonstrated. Avoidance of a failing grade does not, in itself, constitute good cause.
- Course duration is determined by the published start and end dates of a course. The start date will be based on the first day of instruction or of expected student engagement, whichever comes first. The published end date of the course will not include final exams or assignments that are due thereafter.

Refunds for Course Withdrawals:

Eligibility for refunds following a course withdrawal depends on the length of time the student has been in the course.

- Students who withdraw within the first 15% of the course’s duration will receive a full (100%) refund of tuition and tech fee. For example:

| Course Duration* | Withdrawal within 15% of course | Refund |
|------------------------|---------------------------------|---|
| 14 weeks/full semester | By midnight of day 14 | 100% tuition and tech fee up to the 15% mark in course duration |
| 1 week intensive | By midnight of day 1 | |
| 2 weeks | By midnight of day 2 | |
| 3 weeks | By midnight of day 3 | |
| 4 weeks | By midnight of day 4 | |
| 5 weeks | By midnight of day 5 | |
| 6 weeks | By midnight of day 6 | |

*Courses will normally begin on a Monday and end on a Friday.

- Students who withdraw between 16% and 60% of the course’s duration will receive a partial refund of the tuition and tech fee, based on the number of days the student has been in the course, up to and including the date a withdrawal request is submitted. For example, if a student withdraws on day 10 of a 4-week course, that’s 50% of the course and the student will receive a 50% refund of tuition and tech fee.
- Students who withdraw at or after the 61% mark in the duration of the course will receive no refund of tuition or tech fee. For example, if a student withdraws on day 15 of a four week course, that’s 75% of the course and the student will receive no refund.
- Students who stop attending classes but do not formally withdraw from a course in a timely manner will be ineligible for a refund and may receive a failing grade for the course.

Students who wish to withdraw should consult the seminary’s Return to Title IV Policy regarding the conditions under which TITLE IV loan funds must be returned to the US Department of Education in the event of a withdrawal from a course or program ([click here](#)). Students should also consult the Satisfactory Academic Progress Policy regarding the conditions under which eligibility for Title IV loans may be suspended ([click here](#)).