



(POLICY)

<b>Policy:</b>	Student Withdrawal from the College	<b>Policy No.:</b>	AA4023
<b>Authority:</b>	SUNY Broome Community College Board of Trustees		
<b>Delegated Authority:</b>	College President		
<b>Policy Owner:</b>	Vice President for Academic Affairs	<b>Responsible Party:</b>	<i>Registrar</i>
<b>Approved:</b>	January 16, 2025		
<b>Revised:</b>	(DATE)		

### **Purpose**

The purpose of this policy is to identify how students can withdraw from the College and when they will be withdrawn from the College.

### **Statement of the Policy**

Students are considered to be withdrawn from the College when all of their classes are removed from their schedule after the term begins. A withdrawal from the College may be voluntarily initiated by a student when they choose to no longer attend. A student may also be withdrawn by the College due to non-attendance, or violation of the [Student Code of Conduct](#).

#### **1. Voluntary Withdrawal**

Students may voluntarily withdraw from the College at any time during the semester. This decision signifies that a student chooses to discontinue their attendance.

- Withdrawal prior to the census date results in no grades assigned for the withdrawn classes.
- Withdrawal on or after the census date results in a “W” grade for each withdrawn class.

#### **2. Administrative Withdrawal**

Students may be administratively withdrawn from the College for reasons including non-attendance or violation of the Student Code of Conduct.

- Students who have never attended any classes before the census date will be administratively dropped from all classes and will receive no grades. This may impact financial aid eligibility and refund calculations, as they may be regarded as never having officially enrolled for that term.
- Students who have poor attendance after the census date will receive a “WA” grade for each withdrawn class. This grade can affect the student's academic record and future enrollment status, along with potential implications for tuition liability and financial aid.
- Students withdrawn for violations of the Student Code of Conduct will also receive a “WA” grade. Such withdrawals may affect future enrollment and eligibility for financial aid, scholarships, or other benefits.

Students should carefully consider these potential financial impacts, as they can have long-term effects on both their academic and financial standing.

### **Definitions**

For the purposes of this policy, the following definitions apply:

- **Census Date:** The date during the semester when the College verifies student enrollment for the term. Specific parts of the term and their corresponding dates are detailed on the [Registrar's webpage](#).
- **Voluntary Withdrawal:** A student's choice to discontinue enrollment.
- **Administrative Withdrawal:** A withdrawal initiated by the College due to non-attendance or conduct violations.

### **To Whom it Applies**

SUNY Broome students

### **Forms for Further Clarification of Policy**

[Withdrawal Form](#)

[Registrar's webpage](#)

[College's Academic Calendar](#)