

<b>Procedure:</b>	Student Withdrawal from the College	<b>Procedure No.:</b>	AA4023.1
<b>Authority:</b>	College President	<b>Associated Policy Reference No.:</b>	AA4023
<b>Procedure Owner:</b>	VPAA	<b>Responsible Party:</b>	Registrar
<b>Approved:</b>	January 16, 2025		
<b>Revised:</b>			

**Purpose:**

The purpose of this procedure is to establish the steps for a student who wishes to withdraw from the College as well as steps taken when a student is administratively withdrawn from the College.

**Statement of the Procedure**

1. Matriculated students deciding to withdraw from the College and all classes for which they are registered must complete a withdrawal form, which can be found on the [Registrar's website](#).
2. Students who initiate the withdrawal, prior to the census date will not receive grades for the withdrawn classes. Students who withdraw as of the census date for the term\* will be assigned a "W" grade for each class and will be withdrawn from the College.

Students who are not attending any of their classes prior to the census date will be administratively dropped from their classes and will be withdrawn from the College. No grade will be assigned to the dropped classes.

Students who are not attending any of their classes after the census date will be administratively withdrawn from the College. All of their full-term withdrawn classes will be assigned a grade of "WA".

Students who are administratively withdrawn from the College for violating the Student Code of Conduct, will receive a grade of "WA" and will be administratively withdrawn from the College.

3. Withdrawing from the College may negatively impact the student's [Satisfactory Academic Progress](#) and financial aid eligibility. Students who withdraw must satisfy any outstanding financial or other obligations with the College according to the [SUNY Broome Refund regulations](#).
4. Students who withdraw from all classes must reapply for admission through the Admissions Office to return to the College as a matriculated student.

\*For classes other than 15 weeks in length, the College shall post withdrawal dates on the Registrar's webpage, [College Academic Calendar](#).

### Definitions

For purposes of this procedure, the following definitions apply:

- **Administrative Withdrawal:** A withdrawal initiated by the College due to non-attendance or conduct violations.
- **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.
- **Satisfactory Academic Progress:** The student is meeting the College's standards for academic progress.
- **Voluntary Withdrawal:** A student's choice to discontinue enrollment.

### To Whom it Applies (title or department)

SUNY Broome students

### Forms for Further Clarification of Procedure

[Withdrawal Form](#)

[Registrar's webpage](#)

[College's Academic Calendar](#)

<b>Action</b> <i>(Created, Reviewed, Retired)</i>	<b>Date</b>	<b>Initials</b>	<b>Position Title</b>
<i>ex. Created</i>	01/01/2020	SC	<i>ex. Director Sponsored Programs</i>