

	<h2>Withdrawal</h2>	
Student Services 316	Student Services Policy & Procedure TBD	Page 1 of 2

1.0 Objective

Columbia Basin College (hereinafter referred to as “the College” or “CBC”) recognizes circumstances that may lead to a student having to withdraw from a class or the College having to withdraw a student from a class.

The College sets final withdrawal deadlines based upon 75% of the scheduled class meetings. A student may withdraw from a full-term course with no record on the transcript if the withdrawal has been processed on or before the 10th day of the quarter. A student withdrawing from a full-term course after the 10th day but before the 40th day of the quarter shall have a “W” recorded on their transcript.

2.0 Responsibilities of the student

- 2.1 Students must initiate the withdrawal process by:
 - 2.1.1 Using Web Registration.
 - 2.1.2 Submitting a schedule change form to Hawk Central.
 - 2.1.3 Meeting with a counselor before the deadline.
- 2.2 Students are encouraged to:
 - 2.2.1 Meet with a counselor or advisor to review implications of withdrawal and other possible options.
 - 2.2.2 If receiving financial aid, students should speak with Financial Aid staff prior to withdrawing to learn about any negative impact on their ability to receive financial aid in the future or about what funds may need to be repaid.
- 2.3 Students may submit a Petition for Exception if requesting an official withdrawal after the deadline. Students must:
 - 2.3.1 Submit the Petition for Exception to the Student Records office.
 - 2.3.2 Document the circumstances for the request.

3.0 Return of Financial Aid Funds

- 3.1.1 Student financial aid recipients who officially or unofficially withdraw before completing the quarter of enrollment will owe a repayment of unearned federal Title IV or state financial aid funds.
- 3.1.2 Financial aid is considered fully earned only when a student attends one or more enrolled classes for at least 60% of the quarter for federal Title IV aid and 50% for state aid.

- 3.1.3 The financial aid office will calculate, using federal and state pro rata schedules how much aid was unearned vs. earned.
- 3.1.4 The unearned portions of aid must be returned.
- 3.1.5 Financial aid recipients who do not officially withdraw but earn 0 credits with a 0.0 grade point average will be assumed to have unofficially withdrawn.
 - 3.1.5.1 Instructors will provide the student's estimated last dates of attendance when posting a 0.0 grade.
 - 3.1.5.1.1 If no estimated last date of attendance exceeds the federal or state timeline, the return of funds calculation will be performed using the midpoint of the quarter as the last date of attendance.
- 3.1.6 The order of the return of funds is as follows for federal Title IV funds: Direct Unsubsidized Loan, Direct Subsidized Loan, Direct Parent PLUS Loan, Pell Grant, Supplemental Educational Opportunity Grant, other Title IV assistance.
- 3.1.7 A separate calculation following similar logic is done for state aid including WA State Need Grant and College Bound Scholarship.

4.0 Responsibilities of the College

- 4.1 The College will record on student transcripts a:
 - 4.1.1 "W" for all student withdrawals
 - 4.1.2 "WA" for all faculty and administrative withdrawals
- 4.2 CBC faculty may initiate a faculty withdrawal:
 - 4.2.1 As a result of excessive absences
 - 4.2.2 On or before the 40th day of the quarter
 - 4.2.3 By including the attendance policy statement that appears in the class syllabus with the withdrawal request
- 4.3 CBC senior college administrators (e.g. VP for Student Services, VP for Instruction, Senior Vice President for Administrative Services, Registrar) may initiate an administrative withdrawal for:
 - 4.3.1 Disciplinary actions
 - 4.3.2 Academic performance decisions
 - 4.3.3 Health and/or safety issues
- 4.4 The College will notify all students regarding any expected repayment of unearned financial aid.

5.0 Contacts

- 5.1 Vice President for Student Services, 509-542-4449 or ext.2449
- 5.2 Student Records, 509-547-0511 or ext. 2524
- 5.3 Assistant Vice President for Enrollment Services and Registrar, 509-542-4832 or ext. 2232
- 5.4 Financial Aid, 509-542-5504