



**Procedure Title:** Withdrawal from College  
**Procedure Number:** 07-2003-0005  
**Board Policy Reference:** I.B. Educational Opportunities

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**Accountable Administrator:** VP Student Affairs  
**Position responsible for updating:** Registrar  
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**Purpose/Principle/Definitions:**

A student is considered to have made a “complete withdrawal” from BMCC when officially dropping or withdrawing from ALL courses for which the student is enrolled. Any student wishing to completely withdraw from classes must use the following procedures to ensure that his or her academic transcript is an accurate reflection of the student’s intent, and to help ensure the college’s compliance with Title IV Federal Financial Aid regulations.

**Guidelines:**

Whenever possible, students should drop/withdraw online through their WolfWeb accounts. In instances where online access is not feasible, students may complete a Schedule Change form. If a student chooses to use the paper process, he or she must complete the form, indicating the exact course(s) to drop/withdraw from; reason for the drop/withdraw; sign and date the form; and submit it for processing to any BMCC location within the time frame listed on their schedule of classes. Forms that are not signed will not be processed and will be returned to the student for a signature. Faxed forms are acceptable.

During a standard term, 10 weeks not including finals week, withdrawals, including complete withdrawals, are possible through Friday of the 7th week of the term or its equivalent for alternatively scheduled courses.

Courses that are less-than a full term in length are subject to an equivalent period of time to withdraw. Students should refer to the date listed on their schedule of classes.

**Complete Withdraw for Medical Reasons:**

A medical withdrawal request may be made in extraordinary cases in which serious illness or injury (medical) prevents a student from continuing his or her courses, and incompletes or other arrangements with the instructors are not possible. All applications for withdrawal require documentation and will be considered on a case-by-case basis. The medical withdrawal policy covers both physical and mental health difficulties that prohibited the student from being able to access the Wolfweb to withdraw online or complete the paper process.

Complete Withdraw for Military Purposes: See Administrative Procedure 07-2003-0018 “Withdraw for Military Purposes” for guidelines and process for this type of complete withdraw.

**Special Forms:** Schedule Change Form