Policy 3.27

Withdrawal Policy

Beaufort County Community College adheres to State Board Code 1E SBCCC 900.1(a)(4) that a student can officially be withdrawn by student, faculty, or staff from a course for the following reasons:

1. The student notifies the Admissions and Records Office of their intent to disenroll by completing the Withdrawal form and submitting it to the Registrar's Office within the appropriate time.
2. If a course is cancelled.
3. If a student fails to meet the financial obligation required to remain in the class in good standing at the census date.
4. An instructor initiates an administrative withdrawal as set forth in the Last Date of Attendance Recording Procedure for Instructors.
5. Withdrawal of a student for reasons other than attendance (i.e. discipline, lack of academic performance, etc.) may be completed by recording the last date of attendance in Self Service signifying the student's last date of enrollment and immediately contacting the Vice President of Student Services.
6. The college reserves the right to grant a medical withdrawal to any student who presents appropriate documentation validating a severe medical condition that prohibited the student from successfully completing their course(s). The college reserves the right to provide financial assistance from local or foundation funds, pending availability, to hold the student financially harmless.

References

Legal References: *State Board Code 1E SBCCC 900.1(a)(4)*

Cross References:

History

Leadership Council Review/Approval Dates: *03/09/2018*

Senior Staff Review/Approval Dates: *9/12/16, 02/23/18, 1/12/21, 4/17/2023*

Board of Trustees Review/Approval Dates: *10/04/2016, 04/03/2018, 2/2/2021*

Implementation Dates: *1/12/2021*