



Withdrawing From a Course

Students may withdraw from a course after the add/drop period has ended and before the end of the eighth (8th) week of the fall and spring semesters and the fourth (4th) week of the summer session or as indicated in the Academic Calendar.

Students who stop attending classes or who withdraw from a course remain financially liable for the course.

STEP 1

- Meet with your academic advisor to discuss your intention to withdraw from a course.
- Complete the *Request to Withdraw From a Course*. Students under the age of 18 must have the approval of the relevant Dean in order to withdraw from a course.
- Submit the completed form to the Office of the Registrar prior to Week 8 of the Fall or Spring Semester or Week 4 of the Summer Semester or as indicated in the Academic Calendar. Once approved, the Office of the Registrar will place a "W" on your transcript.

STEP 2

- Access the BTVI student web portal to ensure a "W" has been placed on your transcript.

Once a request to withdraw from a course has been approved, the Office of the Registrar will place a "W" on your transcript. This will not be calculated as a part of your GPA.

Informing your academic advisor, instructor or BTVI administrator or staff member of your intent to withdraw does not constitute withdrawal from a course.

Failure to attend classes does not constitute withdrawal from a course.