

WITHDRAWAL PROCESS

An official course withdrawal is required if a student stops attending class. The instructor will assign a WP (Withdrawal Passing) if the student was passing the course at the time of withdrawal, a WF (Withdrawal Failing) if the student was failing the course as the time of withdrawal. The deadline to withdraw is week 12 in a 15-week semester, week 4 in an 8-week term.

The **“WP”** grade is counted as credit hours attempted on the student’s record. The **“WF”** grade is counted as a punitive grade on the student’s record.

If a student fails to attend a class for which expenses were incurred in some form, an administrative withdrawal (W) will be assigned to the student’s transcript.

An **“F”** grade will automatically be assigned to any course withdrawn after the eighth week, except under approved circumstances for which official documentation is provided.

To withdraw from a course, an official withdrawal form must be completed and submitted to the Registrar’s Office. This form is available from the Receptionist, the Academic Office, and the BHU web site (Registrar Office/Academic Forms). Choosing to stop attending class does not constitute withdrawal and will cause the student to incur all applicable charges pertaining to the enrollment.

Refunds for course withdrawals are prorated. See the refund policy in the policy section of this catalog for specific refund details. Information also provide on the website at www.beulah.edu/refund-policy (<http://www.beulah.edu/refund-policy/>).