



WITHDRAWALS

Withdrawals from a Course

Once a student enrolls in a regular or online course, failure to attend or login would constitute a no show; however, it is the student's responsibility to officially withdraw. Following the official Drop/Add period, a student who wishes to withdraw from a course may do so by following these steps:

- a. A student may withdraw from a course online through the Drop/Add period by logging on to their BORIS account however, if enrolled in only one course, the student must report to the Office of Admissions and Records or complete the online eWithdrawal form.
- b. A student may withdraw from a course after the Drop/Add period, by filling out the paper Withdrawal Form or by completing the eWithdrawal within the designated time frame for withdrawal from a class. Students must complete the form and SUBMIT it in order for the withdrawal to be processed.
- c. To withdraw from a class obtain the Withdrawal Form from the Office of Admissions and Records or complete the online eWithdrawal by going to <https://www.bishop.edu/admissions-records-eforms/ewithdrawal-form/>.
- d. Paper Withdrawal Forms should be filled out and returned to the Office of Admissions and Records, eWithdrawals will be processed once they are submitted from the Bishop State website.

Withdrawals from the College

Upon entering Bishop State Community College, the student assumes the responsibility of completing the academic program in which he or she is registered. Once a student enrolls, failure to attend the class or login would constitute a no show; however, it is the student's responsibility to officially withdraw from the College by these steps:

- a. Obtain the Withdrawal Form from the Office of Admissions and Records or complete the eWithdrawal by going to <https://www.bishop.edu/admissions-records-eforms/ewithdrawal-form/>.
- b. Paper Withdrawal Forms should be filled out and returned to the Office of Admissions and Records, eWithdrawals will be processed once they are submitted from the Bishop State website. Students must complete the form and SUBMIT it in order for the withdrawal to be processed.

A student is not considered to be officially withdrawn from the College until the Withdrawal Form has been filled out and returned to the Office of Admissions and Records or until the eWithdrawal has been completed and submitted. **The completed form, whether paper or eWithdrawal, MUST be received and processed by the Office of Admissions and Records before the student is officially withdrawn.**