

Bradley University

# Withdrawals and Absence

## Withdrawal from a Course

Students may at any time up until the drop deadline (stated in the semester calendar in the Schedule of Classes) drop a class in which he/she is registered by using Webster. Although it would be beneficial for the student to visit with his/her advisor about dropping a course, he/she may drop without any consultation or approval. If the course is dropped before the third full week of classes begin (stated in the Schedule of Classes), there will be no "W" placed on the student's transcript and the student will receive a partial refund (if applicable). If the course is dropped between the third week and the drop deadline, the student will have a "W" reported on their transcript and the student will be responsible for the tuition for that course. Any approved course withdrawal does not affect a student's GPA.

When advising a student who wishes to drop a class and then add a different class, he/she will be subject to additional tuition fees beginning the third full week of class if their "total" enrolled hours exceed 16 hours. For example, if a student begins the semester with 16 hours and drops a three hour course after the third week of classes then adds a one hour course, he/she will be assessed 17 hours of tuition. Please inform the student of the possibility of additional tuition before registering for a "replacement" class.

## Complete Withdrawal

If a full-time student is experiencing personal, emotional, health, or financial problems that may cause him/her to withdraw from the University, he/she needs to be advised to meet Barbara Carraway, the Interim Executive Director of Student Support Services, Sisson Hall 101. A student may drop all but one class on Webster. Only by visiting with the Executive Director will a full time undergraduate student be allowed to withdraw. If a student is an undergraduate but enrolled in less than nine hours for the semester, he/she can drop any or all classes on Webster.

The Executive Director of the Center for Student Support Services will also explore alternative academic options rather than a complete withdrawal. However, if the student cannot find a feasible solution to his/her reason for withdrawing, the appropriate paperwork will be initiated through the Center for Student Support Services. A checklist of withdrawal items will be discussed. These include housing, financial assistance, billing, academic recording, and book return. The withdrawal date (which is critical to the billing of the tuition for the semester) will be dated the day in which the student aggress and signs the withdrawal request form (except in the case of hospitalization).

When a student withdraws, he/she must be prepared to move their personal belongings out of the residence halls (if occupied), his/her QuickCard will be immediately inactivated, and the student will no longer be able to participate in Bradley University activities.

When a student withdraws **from all classes**, but before the official beginning day of University classes, a full refund less a registration fee of \$15 will be made for first

semester freshmen and part-time students. All other full-time students will be charged a registration fee of \$100. When a student completes an Official Withdrawal from the University on or after the beginning day of University classes, tuition and room will be charged as follows:

- **Tuition**

Tuition charges as listed in the Schedule of Classes. The withdrawal date schedule for each semester is available in the schedule of classes or online at <http://www.bradley.edu/classes/>

- **Room**

Charged on a prorated basis for each day.

- **Board**

Charged on meal plan money used and overhead.

No refunds are made after the ninth week of classes. For specific impact that dropping a class or withdrawing for the semester will have on his/her financial assistance, the student must consult with the Financial Assistance Office in Swords Halls.

### **Absence from Class Due to an Emergency**

If a student has contracted a prolonged illness, is hospitalized, or has a family emergency that will prevent the student from attending classes, the student or advisor can contact the Center for Student Support Services:

Ms. Barbara Carraway

Sisson Hall 101

[bck@bradley.edu](mailto:bck@bradley.edu)

309-677-3658

She will contact the student's professors and inform them of the student's situation.

## **Leave of Absence**

BEFORE the first day of classes, if a student believes that he/she cannot attend classes for the entire semester, he/she should contact the Dean of the college to inquire about petitioning for a Leave of Absence from college. The form is available in the Dean's Office. The approved form will be sent to the Registrar's Office. The student may not enroll in classes at another institution during his/her Leave of Absence.

The student's financial assistance will be held until the semester when he/she returns and student loans will not have to be repaid during the leave of absence. The leave of absence cannot exceed 12 consecutive months and cannot be granted to a student who is on probation or dismissed from the University. The Leave of Absence process must be completed BEFORE the first day of class. For more information, contact:

Angela Butler, Assistant Registrar

Swords Hall 11

[amb@bradley.edu](mailto:amb@bradley.edu)

309-677-3099