BETHUNE-COOKMAN UNIVERSITY

STUDENT WITHDRAWAL FORM

To be completed by students requesting to officially withdraw from ALL classes at the university. Be sure to check the Academic Calendar for official withdrawal dates.

DATE: ____________________________

NAME: __________________________________________ B-CU ID# __________________

PERMANENT ADDRESS: ____________________________________________________________

TELEPHONE: (___) _________________________ MAJOR: ________________________________

PLEASE CHECK THE GENERAL AREA(S) OF CONCERN:

( ) Medical* ( ) Address Changed ( ) Peer Pressure
( ) Financial ( ) Social Campus Life ( ) Emotional
( ) Academic ( ) Schedule Conflict ( ) Faculty Relations
( ) Career Objective Change ( ) Personal/Family ( ) Other (explain below)

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*If you are leaving for medical reasons, you may submit documentation to the Student Health Services Department. Please do not provide medical documents to the Office of the Registrar.

Will you return at a later date? ( ) Yes ( ) No

Would you recommend Bethune-Cookman to a relative or a friend? ( ) Yes ( ) No

FORM WILL BE PROCESSED IN THE ORDER INDICATED BELOW. SIGNATURES ARE REQUIRED.

__________________________________________ Date
Student Success Coach

__________________________________________ Date
Financial Aid Counselor

__________________________________________ Date
Student Accounts Counselor

__________________________________________ Date
Dean of Students

__________________________________________ Date
Registrar

IMPORTANT: PROPER WITHDRAWAL FROM THE UNIVERSITY WILL RESULT IN A NOTATION OF “W” BEING PLACED BESIDE EACH COURSE THE STUDENT ENROLLED IN THE SEMESTER OR SUMMER TERM OF THE WITHDRAWAL. FAILURE TO PROPERLY WITHDRAW WILL RESULT IN “F” GRADES FOR EACH COURSE. ANY WITHDRAWAL INITIATED AFTER THE PUBLISHED LAST DAY TO WITHDRAW WILL RESULT IN GRADES OF “WF” WHICH WILL CALCULATE INTO YOUR GPA THE SAME AS GRADES OF “F”.

Adjustments to tuition only will be made to a student’s account based on the date the student “officially” initiated the withdrawal process. For additional details, please review one of the following: “Institutional Refund Policy for Fees” under Student Accounts on the B-CU Website, or see the policy in the university catalog. Students may also contact Student Accounts.

REV. 01/23/15
Office of the Registrar