

## **PROCEDURES for LEAVING**

Students who are thinking about leaving (temporarily or permanently) are **to meet with the Associate Dean of Students** (in-person or virtually). After that, students are to check out with the following offices. These procedures are designed to protect students' rights, make clear the impact of their decision, and to make sure that there aren't any surprises should a student return or seek a transcript.

A **vacation term** is a leave of absence or temporary time off. Students who are on a vacation term are not registered for courses and may not live on campus, but retain access to their Beloit Portal, Beloit email, and other parts of G-suite. Students may register for an upcoming semester by consulting with their advisor(s) and notifying the Dean of Students office. Students who are uncertain about their future plans should opt for a vacation term because a vacation term allows a student to return to Beloit easily and without re-applying. Students who take 3 consecutive vacation terms and do not ask for a continuance will be withdrawn from the college. During a vacation term, students may work, do nothing, take a literal vacation or enroll in courses elsewhere. (See: <https://www.beloit.edu/offices/registrar/transfer-ap-gce-ib-credit/> to make sure they will transfer to Beloit.)

A student who is certain that they will not return to Beloit College may choose to **withdraw** from the college. Withdrawing deactivates access to the Beloit Portal, Beloit email, and other parts of G-suite. Students who have withdrawn and then want to return must re-apply (<https://www.beloit.edu/live/blurbs/492-readmission>).

**Note: Students who are told that they must leave by the Dean of Students may have different stipulations.**

\_\_1) Start with the **Dean of Students** (DOS) Office to discuss options and/or complete an exit interview and/or provide information to make a decision ([joydeleon.youcanbook.me](http://joydeleon.youcanbook.me) or email [deanstu@beloit.edu](mailto:deanstu@beloit.edu)).

**International students:** Meet with the International Student Advisor PRIOR TO MAKING A FINAL DECISION to know how taking a vacation term or withdrawing affects your visa and regulations on remaining in the USA.

\_\_2) **Dropping your classes** – Proceed as follows, depending on WHEN you are leaving:

- a) *During current semester before the drop deadline:* Once you have met with the Associate Dean of Students, the DOS will notify the Registrar's office to drop you from your classes. (If your classes are not dropped, you may be billed for them, or your refund may be lessened and your future financial aid may be adversely affected.)
- b) *During current semester after the drop deadline:* **Meet with the Associate Dean of Students.** Students will be informed on how to petition to late drop their classes. Late drops involve providing documentation of extenuating circumstances. The information on how to petition is at the end of this document. If you fail to petition or your petition is denied, you will receive grades for your courses and these grades will remain on your transcript.
- c) *For an upcoming semester:* Once you have met with the Associate Dean of Students, the DOS will notify the Registrar to drop your classes. If you do not notify the DOS that you do not plan to return for the semester/term, you could be charged for tuition, fees, and/or housing (when relevant).

–When students are leaving during a term, they need to indicate the last day that they attended class, and if living on campus, when they will be moving out.

\_\_3) **Student Financial Aid** – If you are receiving aid (including scholarships), find out the impact on your situation (i.e. loan repayment, transfer to other institutions). Note that late dropping courses will likely impact your future financial aid. [faoffice@beloit.edu](mailto:faoffice@beloit.edu).

\_\_4) **Bursar's office** – Make arrangements for paying outstanding bills or receiving possible refunds.\* [studentbilling@beloit.edu](mailto:studentbilling@beloit.edu).

\_\_5) **Advisors** – Communicate with all of your advisors about why you are leaving and when. If you need to petition for late drops, ask your advisors for letters of support. (See the faculty link under the appeal process below.)

\_\_6) **Residential Life/Keys** – Notify [reslife@beloit.edu](mailto:reslife@beloit.edu) in writing when you are planning to vacate your room, if it is between semesters. If it is during a term, stop by the office, Porter Hall, ground floor and/or call or email. Once you indicate that you are leaving or stop attending classes, you have 48 hours to vacate your room (leaving no personal belongings). For an upcoming term, you need to cancel your spring housing contract by **Dec. 1** or your fall housing contract by **July 1**, or a cancellation fee will be assessed (currently **\$636.20**). Within a term, your room/board will be subject to the refund schedule.\* If you are returning, discuss storage options with Res Life. Your Residence Life Coordinator will arrange **Room Checkout**. Upon checkout, sign the inventory and damage form. Turn in your keys or there will be a **\$15** charge per key. Your check-out date will be used as **meal plan cancellation** as well. Any other college keys must be returned to the appropriate office or Security.

\_\_7) **Your ID Card will be deactivated.** Students on vacation term, dismissed, or withdrawn from the college are not allowed access to campus unless they are a registered guest. If approached by Security or Dean of Students staff (Residential Life, Powerhouse, SEAL, SSEC, LEADS, on-call staff, etc.), you must be forthcoming about not being a current student.

\_\_8) **Mail Center** – Be sure to provide a forwarding address for first class mail. If you have packages sent to the Mail Center, make sure that you change shipping defaults on your account(s).

\_\_9) **Library and Information Technology Services** – Return all items such as books, electronics, keys, or other items. Not doing so may result in fines and an Accounting hold on registration.

\_\_10) **On-campus Employer** – Notify your campus employer.

\_\_11) **Athletics** – If you are an athlete, contact your coach.

### **Appeal Process:**

Students who need to late drop all classes (which, if granted, becomes a vacation term) are to do the following:

- 1) The student needs to indicate what they want (i.e. late drop all classes), why they want/need it, and what their extenuating circumstances are.
- 2) The student's advisor needs to write in support of this request.
- 3) Evidence of extenuating circumstances is needed.
- 4) The student's faculty members each need to write in about the request.

Note: All correspondence is to be sent to the "Academic Performance Committee" (APC) using the student form (<https://forms.gle/JbWWL7pMvH9KZG7e7>) and the faculty statement form (<https://forms.gle/2QsicGXL2kSHmACZ6>).

(Note: Meet with the Associate Dean of Students to determine if you need to appeal.)

A "withdraw pass" may also be an option if you are passing the course. Talk to an advisor or the Associate Dean of Students for guidance. [https://www.beloit.edu/registrar/for\\_students/latdrop\\_withdrawpass\\_procedure/](https://www.beloit.edu/registrar/for_students/latdrop_withdrawpass_procedure/)

### **\* Refund Schedule:**

The refund schedule is listed by date on the Bursar's website:

<https://www.beloit.edu/offices/bursar-tuition/policies/>. Click on "Refund Policy".