

PROCEDURES for LEAVING

Students who are planning to leave are **to complete an exit interview with the Associate Dean of Students** (or designee) and check out with the following offices (whether it is a temporary leave or permanent). This may be done in-person or virtually. These procedures are designed to protect your rights, make clear the impact of your decision, and to make sure that there aren't any surprises should you return or seek a transcript.

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.

A **vacation term** is a leave of absence or temporary time off. While you are on a vacation term, you remain an inactive student. However, you keep access to your Beloit portal and G-suite. If you left in good standing, you are eligible to register for an upcoming semester by consulting with your advisor(s) regarding course choices (if you don't have an accounting hold). If your future plans are uncertain, opt for a vacation term rather than withdraw. A vacation term allows you to return, easily and without re-applying. If you take 3 consecutive vacation terms, the Registrar will change your status to withdrawn. During a vacation term, your "beyond Beloit" choices are not limited. You may enroll elsewhere (if you want to transfer, get prior permission from our Registrar), you may work, and/or improve your physical or mental health, or literally take a vacation.

A student may choose to **withdraw** if you are sure that you will not return to Beloit College. Your college G-suite and Portal access will be deactivated.

Special note: Students who are required to leave by the Dean of Students may have different stipulations.

1) Start with the **Associate Dean of Students** for to discuss your options and/or complete an exit interview and provide essential information for your leaving (joydeleon.youcanbook.me or email deanstu@beloit.edu).

2) **Dropping your classes** - Proceed as follows, depending on WHEN you are leaving.

In all cases, start with the **Contact the Associate Dean of Students** (deanstu@beloit.edu) for an exit interview.

a) *During the current semester before the drop deadline*: Contact the **Registrar's** office at registrar@beloit.edu and let them know that you have met with the Associate Dean of Students. They will take you out of your classes. (If you do not drop your classes, you may be billed, or your refund may be lessened and your future financial aid may be affected.) If the Associate Dean lets you know that "we" will drop them, you do not need to do so.

b) *During the current semester but after the drop deadline*: The Asso. Dean will inform you on how to petition the Academic Performance Committee (APC) for late drops. Late dropping classes requires providing documentation of extenuating circumstances. Appeal procedure information is on the second page of this document. If you fail to petition APC or your petition is denied, you will get graded in your courses and these grades will remain on your transcript.

c) *For an upcoming semester*: Once your exit interview is completed, the dean of students office will notify the Registrar to drop your classes. If you do not notify the dean of students, it could result in a tuition charge. If you live on campus, note the deadlines for notifying reslife@beloit.edu to avoid a housing fee.

3) **Financial Aid Office** – If you are receiving aid (including scholarships), find out the impact on your situation (i.e. loan repayment, transfer details). Note that late dropping courses will likely impact your current and/or future financial aid. faoffice@beloit.edu.

4) **Student Account Office** - Make arrangements for paying outstanding bills or receiving possible refunds*. studentaccounts@beloit.edu

__5) **Advisors** – Communicate with all of your advisors about why you are leaving and when. If you need to petition APC, ask your advisors for letters of support.

__6) **Residential Life** -- Notify reslife@beloit.edu in writing that you are vacating 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 **June 15**, or a cancellation fee will be assessed (currently **\$662.**). Within a term, your room/board will be subject to the refund schedule.* Your Residence Life Coordinator will arrange a **Room Checkout**. Upon checkout, sign the inventory and damage form. Turn in your keys or there will be a charge per key. Your check out date will be used as **meal plan cancellation** as well. Any other college keys are to 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 confronted by security or dean of students staff, you are to be forthcoming about not being a current student.

__8) **Mail Center** – Be sure to provide a forwarding address for first class mail. (Additional note: 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, etc. from where you checked it out. Not doing so may result in fines and a hold on your transcript or registration.

__10) **On-campus Employer** - Notify your campus employer.

__11) **International Student Services - (international students only)** – Meet with the International Student advisor to be advised as to how this affects your visa and what your limitations are for remaining in the USA.

__12) **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 about the request.

Note: All correspondence is to be sent to the "Academic Performance Committee" (APC) using the [student form](#) and the [faculty statement form](#).

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/latedrop_withdrawpass_procedure/

*** Refund Schedule:**

The refund schedule is listed by date on the Student Account website:

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