

WITHDRAWAL FROM ALL CLASSES - INFORMATION

GRADES:

1. Course Withdrawal Period

- A. Courses that follow the full semester or term — From the first to the 45th day of classes in a semester;
- B. Summer Semester courses: first to the 13th day of classes of a summer semester;
- C. 5- or 8-Week Summer Term: first to the 15th day of classes of a summer term;
- D. For all other courses – (i.e. online independent learning courses, partial term main campus courses) — from the official start date of the course through 60% of the scheduled duration of the course.
 - 1.1 The grade of "W" is automatically given for each course in which a student is registered when withdrawal is accomplished during this period.
 - 1.2 Abandonment of courses without having properly followed the procedure as indicated above will normally result in the issuance of an "F" grade.
 - 1.3 When a student withdraws from all courses, each faculty member is notified.

2. Withdrawal after the Course Withdrawal Period because of verifiable extenuating circumstances

If there are verifiable extenuating circumstances that make withdrawal from all courses necessary and academically justified after the withdrawal period, Cardinal Central may grant an exception to the above withdrawal policy. Each faculty member is responsible for determining the grade to be assigned, W or F.

3. REFUNDS:

For the purpose of calculating a refund of fees, the University establishes the date of withdrawal as the date by which the student contacts Cardinal Central to initiate the withdrawal process. The process CANNOT be finalized until a completed form is submitted; forms should be submitted within the term in which you are requesting a withdrawal. All refunds will first be applied to financial aid charge backs, when applicable, and then to any unpaid items on your eBill. Any credit remaining on the account after all unpaid items are paid will be processed within 30 days after receipt of the completed withdrawal form. The refund will be based on the total fees **charged**, not on the amount **paid**. View the refund schedule at

<https://www.bsu.edu/about/administrativeoffices/student-financial-services/holds-withdrawals-credits>

4. FINANCIAL AID:

Students who have any kind of aid and are withdrawing from all classes are strongly encouraged to visit Cardinal Central, Student Center 120, cardinalcentral@bsu.edu or 765-285-2222.

- A. Students who received any type of financial aid may be required to repay all or a portion of the financial aid they received for that academic period. Students will be notified by mail of any financial aid adjustments.
- B. When you inform Cardinal Central of your intent to withdraw, they will notify the Office of Financial Aid & Scholarships, who will immediately begin the process of returning the financial aid funds.
- C. The adjustment and possible return of funds will occur whether or not you return your completed withdrawal form to Cardinal Central. You must notify Cardinal Central in writing if you decide to remain enrolled in one or more classes, and/or decide to cancel your request.
- D. The Federal financial aid calculation used to determine aid amounts is time sensitive and NOT the same as university tuition refund calculation!

- E. Satisfactory academic progress (SAP) is defined as:
 - Maintaining a grade point average consistent with university graduation requirements.
 - Staying on pace to graduate, which is earning a minimum of 67% (without rounding) of the classes you have attempted.
- F. Completing your degree within a maximum time frame, which is 90 attempted hours for an associate's degree and 180 attempted hours for a bachelor's degree.
- G. As a result of this withdrawal, you may fail to maintain SAP and could be placed on financial aid warning or denial for subsequent semester(s).

For more information refer to:

<https://www.bsu.edu/admissions/financial-aid-and-scholarships/award/maintaining-financial-aid-eligibility>

5. STUDENT LOANS: Students receiving loans while attending Ball State University must complete an "exit" interview.

- A. Students with **Federal Perkins Loans or Emergency Loans**, please report to the Office of Financial Aid and Scholarships, Lucina Hall 245.
- B. Students with **Federal Direct/Stafford Loans**, please complete exit counseling at studentloans.gov. Questions can be directed to Cardinal Central, Student Center room 120.
- C. Pell Grant/SEOG/PLUS Loan- Cardinal Central is required to verify attendance in all credit hours used to calculate these awards by contacting your professors. If a professor doesn't respond we are required to assume you did not attend and aid will be adjusted accordingly. You may be required to begin repayment of your loan(s) as a result of not being enrolled at least half-time.
- D. 21st Century/IN Higher Education Award- State regulations require students maintain full-time enrollment during the first four weeks of each semester. Less than full-time enrollment during the first four weeks will result in cancellation of the reward. To continue receiving state grants during the upcoming academic year, you are required to complete a minimum of 24 credits per year to continue to receive your Frank O'Bannon Grant or 30 credit hours to continue to receive your 21st Century.

6. VETERANS BENEFITS: Students receiving any Veterans Benefits must report their withdrawal to the Office of Veterans' Affairs, Cardinal Central room 120, or 765-285-8801.

7. HOUSING: Students who withdraw are not eligible to remain in residence halls or in university apartments. In addition, they are subject to the forfeiture of provisions as agreed to in the housing contract. Students in residence halls must vacate their rooms within 48 hours after withdrawal and must check out through their residence hall directors **AND** cancel their housing contract. If you live in the University Apartments, you will need to talk with them about your contract. Call 765-285-5095 or email aptooffice@bsu.edu. Students in university apartments will be expected to vacate their apartments within 30 days of the date of withdrawal. In any case, rental charges will continue until the student has officially checked out of their apartment. Any exception to these policies must be made jointly by the Bursar and the Director of Housing & Residence Life or their designees. Students who plan to live in university housing in the future need to reapply and submit another housing deposit at the time of the housing contract submission.

8. GRADUATE ASSISTANTSHIPS: If you are a Graduate student and have an Assistantship, you will need to let your employer know of your decision. You will also need to call the Graduate Program at 765-285-1328.

9. CHANGE OF ADDRESS: Changes can be made online at my.bsu.edu under your Personal Information tab or by contacting Cardinal Central.

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10. RETURNING TO THE UNIVERSITY: Withdrawing students who wish to register for classes following a withdrawn term must indicate this in response to the question on the withdrawal form about returning the next semester. A response of “No” will prevent a time ticket being issued. Students who respond “no” but later change their minds and wish to return will need to complete the Registrar—Special Application Request (<https://www.bsu.edu/admissions/undergraduate-admissions/apply-now/special-applicants>). Students who have attended other colleges since last attending Ball State University should submit a re-enrollment application and official transcripts to the Registrar’s Office by the specified deadlines. New admission decisions will be made for re-enrolling students. Questions or concerns may be directed to Cardinal Central at cardinalcentral@bsu.edu .

Cardinal Central
Ball State University -- Student Center, Room 120
Email: cardinalcentral@bsu.edu

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