

PROCEDURES for LEAVING

Students who are thinking about taking time off or leaving Beloit should start the discussion with their academic advisor and/or the Associate Dean of Students. If a student has decided to take time off temporarily or leave permanently, that student is **to complete an exit interview with the Associate Dean of Students** (or designee) (deanstu@beloit.edu) and then “check out” with the following offices. The exit interview may be in-person or remotely. 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 want to return or seek a transcript.

When a student leaves during a term before the drop deadline, they need to indicate the last day that they attended class, and if living on campus, when they will be moving out, to the Dean of Students staff. If it is after the drop deadline, the student will be provided additional information that will be specifically tailored to the student’s circumstances.

A **vacation term** is a leave of absence/temporary time off. While you are on a vacation term, you are inactive and do not have rights and privileges of currently enrolled students. However, you keep access to your Beloit portal and G-suite. You are eligible to register for an upcoming semester by consulting with your advisor(s) regarding course choices. If you are uncertain about your future plans, you should opt for a vacation term rather than withdraw. A vacation term allows you to return to Beloit, easily and without re-applying. If you take 3 consecutive vacation terms and do not ask for a continuance, the Registrar will change your status to withdrawn.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 credits back to Beloit, get prior permission from our Registrar), you may work, serve in the military, and/or improve your physical or mental health, or literally take a vacation.

A student may choose to **withdraw** if a student is sure that they will not return to Beloit College. Your college G-suite and Portal access will be deactivated and should one want to return, the student will be required to complete an application for readmission. <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 Associate Dean of Students 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 – The Associate Dean of Students will communicate with the Registrar once the exit interview is complete.

a) *During current semester before the drop deadline*: The Registrar’s office will take you out of your classes.

b) *During current semester after the drop deadline*: During the exit interview, you will be advised if you need to petition the Academic Performance Committee (APC) to “late drop” your courses. Details on the appeal process are at the end of this document. Once APC has the information needed and makes a determination, the Registrar’s office will be notified of the appropriate course of action.

c) *For an upcoming semester*: Once your exit interview is completed, the Registrar will take you out of your classes.

If you do not conduct an exit interview and you are enrolled in courses, it could result in a tuition charge. Also, see Residence Life section for deadlines (with associated fees). Please check your Portal.

__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 often impact future financial aid eligibility. faoffice@beloit.edu. (Pearsons, 2nd floor, south side)

__4) **Bursar's Office** - Make arrangements for paying outstanding bills or receiving possible refunds*. studentbilling@beloit.edu (Pearsons, 2nd floor, south side)

__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 and when. If it is during a term, stop by that office (Porter Hall, ground floor) to arrange your check out time. 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 1st, or a cancellation fee will be assessed (currently \$612). Within a term, your room and board will be subject to the refund schedule.* If you are returning, discuss storage options with Res Life.

Your Residence Life Coordinator will arrange your **Room Checkout**. Upon checkout, sign the inventory and damage form. Turn in your keys or there will be a \$40 charge per key. Your check out date will be used as **meal plan cancellation** as well. Your ID Card access will be disabled upon departure.

__7) **Mail Center** - Be sure to provide a forwarding address for first class mail.

__8) **Library and Information Technology Services** - Return all items such as books or electronics from where you checked it out. Not doing so may result in fines and a hold on your transcript or registration.

__9) **International Student Services - (international students only)** – Meet with the International Student advisor before dropping any classes to be advised as to how this affects your visa and what your limitations are for remaining in the USA.

__10) Other - Notify your **campus employer** or your **coach**, if relevant.

Appeal Process:

During the exit interview, you will be advised if you need to petition the Academic Performance Committee (APC) to “late drop” your courses. If so, you will need to:

- 1) Indicate, in writing what you want (i.e. late drop all classes), why you want/need it, and what your extenuating circumstances are.
- 2) The student's advisor needs to write in support of this request.
- 3) Evidence of extenuating circumstances is needed.
- 4) At times, 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 deanstu@beloit.edu email. Students have one year from the end of the semester under consideration to petition to late drop the course (or, once the transcript is finalized, grades may not be changed).

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 on this option. Withdraw pass must be petitioned before the last day of classes. https://www.beloit.edu/registrar/for_students/latedrop_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”.