

WITHDRAWAL FROM CLASS

Refer to the academic calendar (<http://catalog.ben.edu/lisle-graduate/academic-calendar/>) for specific dates for each term and session of enrollment.

Dropping a Class without a Grade of “W” on a Transcript

- For full 15-week semester classes, students have until the end of the day of one full week from the start of classes for the term. Students who abide by this deadline will not receive a grade of “W” on their transcript.
- For online 8-week classes, students have until the end of the Thursday of the first week of class to drop the class. Students who abide by this deadline will not receive a grade of “W” on their transcript.

Withdrawals from Class with a “W” Grade on a Transcript

Students may withdraw from a course and receive a grade of “W” by logging into MyBenU and submitting the withdrawal request by the published deadline. “W” is a non-punitive, permanent grade that maintains an academic transcript record of enrollment in a course. “W” grades cannot be appealed.

- For full semester courses, students who withdraw after the first week of the term (and prior to the last published day to withdraw) will receive a “W” grade on both the grade report and transcript. A student can withdraw with a grade of “W” from a class up to the end of the 10th week of classes for a 15-week course.
- A student can withdraw with a grade of “W” from a class up to the end of the sixth week of classes for an eight-week course and up to the end of the fourth week for a five-week course.
- For other course lengths a student can withdraw with a grade of “W” from a class up through the seventy percent point of the class.

Approval by a financial aid counselor is highly recommended when a student is receiving financial aid. Students should also inform their instructor of their intention to withdraw from a course. Students may not withdraw from a course after the last day to withdraw (which is 70 percent through the course). After the published deadline, no grade of “W” will be permitted for academic reasons and the student will be graded solely on academic performance at the end of the term. Stopping attendance or notifying an instructor, advisor, or any other staff or faculty member is not considered an official withdrawal. It may result in receiving a failing grade and being responsible for the full tuition payment.

Petition for a Late Withdrawal

Students unable to withdraw by the deadline may petition for a late withdrawal for non-academic reasons by accessing and completing a late withdrawal petition form (<https://ben.edu/wp-content/uploads/2022/08/Petition-for-Late-Withdrawal-Updated-09-02-2021-DKC.pdf>) on the registrar’s website at <http://www.ben.edu/registrar/> and providing supporting documentation. Petitions beyond one year after the end of the course or after degree conferral cannot be considered.