

School Of Management Single Course Withdrawal Policy

School of Management requires students to withdraw from any courses by the University withdraw deadline, which for full semester courses is at the end of the ninth week of the semester. Half semester courses have adjusted deadlines (see the Office of Financial Aid and Student Records for deadlines). If students face special circumstances and wish to withdraw from a course after a deadline, they may petition School of Management Academic Advising Office for special exception or the Dean of Students Office if seeking to withdraw from all courses in a semester. Students must present documented unforeseen circumstances beyond their control for consideration of their request to withdraw from a class. Decisions are based on the extraordinary nature of the student's circumstances and the timeliness of the petition, instructor's support does not constitute an approval.

Checklist for Late Withdraw Petitions

1. Speak to an SOM Advisor in AA 142 to discuss my decision to withdraw.
2. Recommendation: Speak to the instructor to discuss my progress in the course.
3. If I decide to proceed with the withdrawal request, submit the online form via BU Brain.

When further investigation is required, it may take longer. Results of your petition will be emailed to you at your Binghamton email address. If your petition is approved, you will be billed a \$20.00 Late Withdrawal Fee.

Common Questions about the Late Withdraw Petition Process

What should I do if I have a hold on my account?

Students with holds on their account should go to the Office of Financial Aid and Student Records and request assistance in making the change prior to the Withdrawal Deadline. They can only assist with changes to your current registration, not registering for a future semester.

Should I continue to attend class until I receive a decision about my petition?

Yes, because your petition may not be approved.

Does it matter when during the semester I submit my petition?

Timeliness is a key consideration. Students should petition to withdraw promptly after the circumstances arise, rather than waiting until later in the term. If you have questions about the timeliness of your petition, please discuss them with an SOM Advisor.

What conditions must apply for a petition to be considered?

- The circumstances leading to the petition must be considered unforeseen by the university and occur after the official withdrawal deadline.
- The circumstances must be considered by the university to be beyond a student's control.
- The circumstances must be considered by the university to be serious. The circumstances must be documented and verifiable.

What are some examples of circumstances that do not count as a reason for a late withdrawal?

- Changing your major
- Planning to repeat a course
- Getting a grade on a test or assignment after the deadline
- An increase in workload

- Realizing after the deadline that you will receive a poor grade
- No longer needing to maintain full-time status
- Planning to transfer to another school
- Financial considerations
- This list is not all-inclusive