



## **BUonline Drop and Withdraw Procedures**

Situations arise when students need to drop or withdraw from a course during their educational experience.

Drop: Is when a student is removed from the course before it begins and the course does NOT show on the student's transcript.

Withdraw: Is when a student is removed from the course after it begins and the course DOES show on the student's transcript with a W for the grade.

In the event that you wish to **DROP** a course, you may do so by contacting your advisor BEFORE THE DATE AND TIME OF THE FIRST CHAT SESSION OF THE COURSE BEGINS. You MUST send your request in writing by email to your advisor for your request to be granted.

If you need to **WITHDRAW** from an 8 week course, you may do so by contacting your advisor BEFORE THE 4TH CHAT SESSION OF THE COURSE BEGINS. You MUST send your request in writing by email to your advisor for your request to be granted. Please understand that you CANNOT attend the 4th chat session of the course and receive permission to withdraw. Courses you withdraw from can be retaken in a future module or semester. The deadline for withdrawing from a course that lasts for the entire 16 week semester varies, and can be found by looking at the academic calendar found at this link: <https://www.brescia.edu/academic-calendar-current-year>.

PLEASE UNDERSTAND THERE ARE FINANCIAL FEES THAT ACCOMPANY WITHDRAWING FROM A COURSE. If withdrawal is not made officially, the student will receive an "F" for the course taken and will be charged in full. To find out the cost of withdrawing from a course, please contact the cashier's office at [cashier@brescia.edu](mailto:cashier@brescia.edu).

**Dropping or withdrawing from a class will affect your financial aid.** It's imperative that you contact THE FINANCIAL AID DEPARTMENT as soon as possible if you want to drop or withdraw from a course. You can reach them at: [financial.aid@brescia.edu](mailto:financial.aid@brescia.edu).