

HARPUR COLLEGE OF ARTS AND SCIENCES

LATE COURSE WITHDRAWAL PETITION

Binghamton University requires students to withdraw from any course(s) 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 Harpur College for an individual course or courses based on circumstances or the Dean of Students Office if seeking to withdraw from all courses in a semester. Harpur College requires that students 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 a Harpur Advisor in Old Champlain Room 110 (OH-110) 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. The decision to withdraw or remain in the course is my responsibility.
4. Continue to attend the course.

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 denied, we encourage you to discuss this decision with a Harpur Advisor and how this decision may affect your future academic plans.

If your petition is approved, you will be billed a \$20 Late Withdrawal Fee. Approved petitions will be processed by the Office of Financial Aid and Student Records within 5 business days.

Common Questions About the Late Withdraw Petition Process

1. 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.

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

Yes, because your petition may not be approved.

3. If my instructor or adviser supports my late withdrawal, will it be approved?

Course instructors and academic advisers do not grant withdrawals. Their comments are taken into consideration, but Harpur College is the deciding authority.

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

Timeliness is a key consideration when Harpur College considers your late withdrawal petition. Students should petition to withdraw promptly after the circumstances arise, rather than waiting until later in the semester. If you have questions about the timeliness of your petition, please discuss them with an advisor at the Harpur Academic Advising Office.

5. 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.

6. What are some examples of circumstances that don't count as a reason for a late withdrawal?

- Changing your major
- Planning to repeat a course
- Receiving 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 in the course
- No longer needing to maintain full-time status
- Planning to transfer to another school
- Financial considerations
- This list is not all-inclusive

7. Will Harpur College consider my petition if I have a significant physical or health issue?

If you have a physical or mental health issue that interferes with your course work substantially enough that you request to withdraw from a course, your medical situation is likely significant enough that you should withdraw from all courses from the semester. It is quite uncommon for Harpur College to grant a withdrawal from only one course for mental or physical health reasons. Students wishing to pursue a medical withdrawal for the semester may wish to pursue the matter with the Dean of Students Office. If you wish to petition Harpur College to withdraw from only one course for mental or physical health reasons, you should explain why this situation affects only this course and submit official documentation of the circumstances.

8. Can I petition for a late withdrawal from a course after classes have ended for that semester?

Granting this sort of petition is extremely rare. In the vast majority of circumstances, a petition to withdraw from a course after the end of classes does not meet the timeliness requirement.