WITHDRAWAL FROM COURSES

Policy Id:
Reg.019 – Withdrawal From Courses

Contact:
Office of Registrar

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WITHDRAWAL FROM COURSES

Policy
Students are financially responsible for their registered courses whether the tuition payment is with any types of financial aid, scholarships, or regular payment. Students who decide not to attend after completing the payment process must officially withdraw from the courses to avoid financial and/or academic penalties.

Prior to the Official First Day of Classes
Students who resign from their course(s) prior to the official day of classes for any semester are not financially liable for the tuition for those courses. The official first day of classes is the date posted in the academic calendar. Official first day of class is a set date by the University; it is not the first day of students’ courses.

First Three Weeks of the Semester (Refund Period)
From the first official date of classes, students will begin to incur financial liability for the courses for which they are registered. There is a refund schedule published each semester which provides for a 25% tuition liability during the first week of the semester; 50% tuition liability during the second week; 75% tuition liability during the third week; and 100% tuition liability beginning with the fourth week of the semester. After the first official date of classes, fees are refunded or reassessed. Full time in-state students dropping course(s) that remains as full-time will not receive any refund as tuition and fees are charged at the same rate. Course(s) dropped during the refund period will not be noted on the student transcript.

Third through the Tenth Week of Semester (Official Withdrawal Period)
Beginning with the fourth week of the semester, students must file an application in order to resign from course(s). Course(s) dropped during the official withdrawal period will be noted on the student transcript as a grade of W which is not computed to the students’ grade point average. Students have until the tenth week of the semester in order to officially withdraw from the course. Specific deadline dates are listed in the Academic Calendar. Students are encouraged to speak with the instructor prior to withdrawing from the course as this is an irrevocable transaction. Students may incur financial liability for course(s) dropped during this period.

The appropriate faculty member is notified by email when students withdraw from the course. The faculty member has 7 days to intercede by emailing withdrawal@jjay.cuny.edu with the John Jay assigned faculty email address within 7 days. In the case where the faculty member files an academic dishonesty claim, the withdrawal request will not be processed pending further review. Emails not sent from the John Jay assigned faculty email address, issues unrelated to course withdrawal, or student emails to the withdrawal@jjay.cuny.edu email address will not be reviewed.

Tenth Week to the End of the Semester
After the end of the official withdrawal period, students will not be allowed to withdraw from courses. At the end of the semester, students will be evaluated by the faculty member and assigned a grade based on the course work and performance in accordance to the syllabus. Students who have extenuating circumstances during the tenth week to the end of the semester or otherwise could not apply for official withdrawal by the deadline may apply for a late resignation. Late resignation approval is not guaranteed and is based on the discretion of the Office of the Registrar.

Procedure
Prior to the official First Day of Classes
Students may withdraw from courses via eSIMS. Once the students log on, students must access the registration link and click on the appropriate semester. In the listing of currently registered courses, click on the drop button for the corresponding courses. The course will be eliminated from the schedule. If the tuition and fee are paid, a refund will be generated. Depending on the method of payment, it can take up to 30 business days for the refund to be issued.

**First Three Weeks of the Semester (Refund Period)**
Students may drop their courses online using eSIMS. Once the students log on, students must access the registration link and click on the appropriate semester. In the listing of currently registered courses, click on the drop button for the corresponding courses. The course will be eliminated from the schedule. Eligible tuition refund will be generated. Depending on the method of payment, it can take up to 30 business days for the refund to be issued.

**Third through the Tenth Week of the Semester (Official Withdrawal Period)**
Students can log on to the Jay Stop website to withdraw officially from courses. The online application will be available beginning the third week of the semester until the tenth week of the semester. The application is available from 6:00AM to 8:00PM daily during the official withdrawal period. This transaction cannot be completed via eSIMS. There is no tuition refund generated for official withdrawal. Student will be liable for the full tuition charged.

International students cannot withdraw using the online application. International students must speak to one of the international student advisors.

**Tenth Week to the End of the Semester**
Students can apply for a late resignation by submitting a personal statement detailing the reason for the late resignation and provide photocopies of all supporting documents. The application will be reviewed by the Office of the Registrar for approval. All statement and documents must be submitted by the end of the semester for late resignation consideration.