

Admissions and Credits Petition



COMMUNITY AND
TECHNICAL COLLEGE

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Students who are unable to meet College policies, procedures, or deadlines, due to extraordinary circumstances, may petition for special consideration. The petition packet is reviewed by a committee to determine if special consideration should apply.

Directions for Submission (incomplete submissions cannot be reviewed):

- 1) Complete all boxes on the petition (a separate form must be submitted for each course).
- 2) Attach a typed letter to the committee explaining the circumstances of your petition and why you are asking for special consideration to challenge College policy. This letter is a large part of the decision process. Please be detailed so the committee can know your special circumstances. This is also a good place to include any supporting documentation.
- 3) Secure all signatures or attach an e-mail response if signature is unavailable.
- 4) If payment is required, student must be prepared to pay if petition is approved.
- 5) Submit petition form and supporting documentation (if needed) as a complete packet to Enrollment Management.
- 6) Although petitions are reviewed regularly, it may take several weeks for completion depending on timing and the issue posed by the student.
- 7) Students will be notified via email of the outcome of any petition.

Note: A petition is considered incomplete if any of the required information, signatures, or typed explanation is missing. **Incomplete petitions will NOT be reviewed.**

Full Name: _____

Student ID: _____

Student Phone: _____

Student Email: _____

Student Major: _____

Are you receiving Veteran Benefits? YES NO

Does this petition involve the last 12 credits of your degree? YES NO

Will this petition cause you to owe money to the institution? YES NO

If payment is necessary, how do you plan to pay? Credit Card / Check / Cash Financial Aid

ACTION (Drop, Add, Withdraw)	CRN	SUB	CRS NO	SEC	TITLE	CREDITS	DATE OF LAST ATTENDANCE

The above student has has not been attending the course listed above. I approve I do NOT approve this change.

Instructor Signature: _____ **Date:** _____

As a financial aid representative, I have spoken to the student about possible financial aid implications of this petition and the student is aware of any consequences that may arise from this decision.

Will this petition cause the student to owe money to the institution? Yes money is owed No money owed

Does not have aid No changes in aid Aid will cover changes Aid will NOT cover changes

Financial Aid Signature: _____ **Date:** _____

As the student's academic advisor, I have met with him/her and my recommendation is below (additional comments may be included on a separate typed page).

Recommended Not Recommended

Advisor Signature: _____ **Date:** _____

I understand that by signing this form, I am agreeing that the action above will take place on my student account and I have been made aware and am responsible for any tuition and fee changes associated with the action. If payment is needed, I agree to pay immediately after receiving the e-mail notification of the change.

Student Signature: _____ **Date:** _____

Signatures must be obtained in order listed. You may get faculty or staff's approval via e-mail. Print the e-mail and attach the approval to this form.

WITHDRAWAL POLICY

Students who withdraw in accordance with College procedures may receive a refund of tuition and fees in accordance with the schedules outlined below. The refund calculation is based on the amount paid toward tuition and fees. **There are no refunds on partial withdrawals.** Refunds are determined from the first day of the school term, which officially begins with orientation and registration days. The official withdrawal date is certified by the Registrar. Refund checks are issued through the State Treasury and receipt of a refund may take up to six weeks depending upon the date of withdrawal.

To get a 100% refund, you must DROP all classes by the end of the ADD/DROP period.

PARTIAL WITHDRAWAL

Defined as withdrawing from one or more classes, but not ALL classes for which a student is registered in a given semester including any off campus classes such as Workforce Development credits. The amount owed to the institution after a partial withdraw is the same amount as not withdrawing from any courses.

COMPLETE WITHDRAWAL

Defined as withdrawing from ALL classes for which a student is registered in a given semester including any off campus classes such as Workforce Development credits. Below is a schedule of percentages of refunds for complete withdraws.

Regular Session

During first and second weeks	90%
During third and fourth weeks	75%
During fifth and sixth weeks	50%
Beginning with seventh week	No Refund

Summer Session

During first and second class days	90%
During the third and fourth class days	75%
During fifth and sixth class days	50%
Beginning seventh class day	No Refund

Drop or Withdraw - What's the Difference?

There are major differences between a drop and a withdrawal.

Dropping a class can only be done during the first five days of classes; this is called the Add/Drop period.

Withdrawing can be done anytime between the second week of classes and the withdrawal deadline as specified in the Academic Calendar.

Dropping from a class can be done by the student through BRIDGE, but only during the Add/drop period.

Withdrawing requires the student to submit a completed *Withdrawal Form* to the main office before the withdrawal deadline. The form requires numerous signatures including the instructor's signature. Students should start the process in a timely manner.

Academic Impact

Dropping removes the course entirely from the student's transcript; there is no record the student was ever registered for the course.

Withdrawing from a course means that the course remains on the transcript and a final grade of "W" is automatically assigned. A "W" grade does not affect a student's GPA, but it does count towards a student's "hours attempted". Students must pass 70% of all hours attempted to maintain Satisfactory Academic Progress.

Financial & Financial Aid Impact

Dropping removes the course and all associated tuition and fees from the student account. Dropping a course may alter a student's full-time status and potentially void eligibility for financial aid.

Withdrawing does not result in a refund (see exceptions below). Withdrawing from a course may alter a student's full-time status and potentially void eligibility for financial aid. Too many withdrawals impact Satisfactory Academic Progress and can affect a student's eligibility for future financial aid.

Exceptions The only exception to the above is if a student should desire to withdrawal from ALL classes for a given semester, this is called a Complete Withdrawal. A withdrawal form must still be submitted by the student, but the deadline is later as indicated by the academic calendar. A Complete Withdrawal may generate a refund, depending on the last date of attendance in courses. It may also impact future financial aid eligibility.

Blue Ridge CTC is an eligible educational institution, and must get your correct identifying number (Social Security Number or Individual Tax Identification Number) to file certain information returns with the IRS and to furnish a qualified tuition and related expenses (Form 1098-T) statement to you. Your signature signifies your understanding and consent that the College will provide your information to the IRS.

Blue Ridge Community and Technical College provides opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, color, sex, sexual preference, religion, age, national origin, sexual orientation, marital or parental status, familial status, veteran status, or disability.