

# Discontinuance and Student Academic Record Appeals Committee

## Discontinuance

Discontinuance Office  
B-150 ASB  
(801) 422-7705

To withdraw from the university, day students who have registered for classes and paid tuition must officially discontinue to initiate a tuition refund. (Refer to the Tuition and Fees section of this catalog for refund information.)

The discontinuance process includes the following:

1. Before the add deadline students may use the AIM registration system through Route Y.
2. After the add deadline consult with the Discontinuance Office representative and complete discontinuance forms available from the Discontinuance Office or <http://discontinuance.byu.edu/>.
3. If discontinuing during or after the sixth week of the semester (or third week of the term or block), obtain signatures of individual class instructors (student is now responsible for grades earned in class). The instructor will indicate an official withdrawal (W) or an academically failing (WE) withdrawal grade.
4. Submit discontinuance forms and be signed out by a Discontinuance Office representative.

Discontinuance from a fall or winter semester or from the term to which you are newly admitted could forfeit your eligibility to attend future semesters without reapplying through the Admissions Office. All undergraduate students who discontinue during a major semester (fall or winter) or during the term for which they were accepted, should contact the discontinuance

counselor at (801) 422-7705 about future readmission eligibility and deferment options.

To withdraw after the twelfth week of the semester (or fifth week of a block or term), students must file a petition with the Registration/Records petition secretary (B-150 ASB) rather than contacting the Discontinuance Office.

Those students registered as Evening Classes students only must discontinue through the Office of Evening Classes, 120 HCEB. Law School students must initiate their discontinuance through the office of the Law School dean, 348-A JRCB.

Students who leave the university under emergency conditions and subsequently do not return still have the responsibility to discontinue before the discontinuance deadline. Official termination can be completed by contacting the Discontinuance Office at the earliest possible time.

## Student Academic Record Appeals Process

The Student Academic Record Appeals Process has been established for students who encounter situations involving non-academic extenuating circumstances or emergencies potentially affecting their educational records that fall outside the realm of normal university policy and procedure. The petition process must be initiated within *one* year from the semester or term in question. It is the student's responsibility to obtain the necessary supporting information from the instructor, physician, employer, etc., to accompany the request. Petition forms may be obtained at the Registrar's Office, B-150 ASB.