

Refund Policy

- If a student officially drops/withdraws prior to the 1st day of the semester: 100% refund of tuition, fees are non-refundable
- If a student officially drops/withdraws on the 1st day of the semester through the 14th calendar day: 50% refund of tuition, fees are non-refundable
- **If a student officially drops/withdraws on the 15th day of the semester or later: no refund**

To view detailed information regarding refunds visit Gatewayct.edu/refundpolicies and Gatewayct.edu/refundprocedures.

Common reasons for withdrawing and where you can turn for help:

REASON	WHERE TO GET HELP
Illness	Professor(s)
Serious Illness	Counselor or Student Accessibility Services
Difficult courses	Academic Support Center
Child care	Child Development Center
Finances	Financial Aid Office
Job conflict	Professor or Counselor
Too many classes	Counselor
Failure looks inevitable	Professor(s) or Counselor
Excessive absence	Professor(s) or Counselor
Personal problems	Professor(s) or Counselor



Important Phone Numbers

- Financial Aid: 203-285-2030
- Payment Office: 203-285-2009
- Registrar Office: 203-285-2020
- Student Accessibility Services: 203-285-2231
- Student Success Center: 203-285-2090
- Veteran Affairs: 203-285-2146

Withdrawing



Deciding whether to stay in class or withdraw is an important decision, and there are many factors to consider before making your choice.



Before you withdraw from any class, please consider the steps below:

1. Talk with your professor or a counselor in the Student Success Center (N213).

- You and your professor can confirm your current status in the course and explore appropriate alternatives to withdrawal, such as receiving an "Incomplete" or making special arrangements to complete your assignments. *Incompletes are at the sole discretion of the professor.*
- You and your counselor can discuss the information you received from your professor and balance it with other factors affecting your decision.

2. Determine possible financial consequences.

- Financial aid students should speak with the Financial Aid office (N215) to discuss all possible effects on their current and future aid packages.
- Installment plan students will still owe a balance and should contact the Payment's office (N216) to determine the effect on their balance.

3. If you are a Veteran, meet with Rick Palinko (N217) to discuss possible effects regarding your eligibility for veteran's benefits.

4. Submit completed Withdrawal form to the Registrar's office (N214)

- Visit www.gatewayct.edu/Registrar to view withdraw deadlines.

5. Verify your withdrawal on my.comnet.edu (follow the steps below) after grades are posted at the end of the semester to ensure your withdrawal has been properly recorded on your transcript.

- Log into my.comnet.edu
- Once logged in click on Banner Self-Service
- Click on Student Records
- Click Final Grades or Unofficial Transcript
- Simply take a moment to review that the course in question has the academic notation of "W"

Possible Financial Effects of Withdrawing

- If a student drops or withdraws, the student may be subject to financial aid award reduction. **This can result in a student personally owing money to the college.**
- Students may still owe a balance on their installment plan even though they have reduced their course load or withdrawn.
- A student must successfully complete 67% of the credits s/he attempts and maintain a GPA minimum of 2.0 to make satisfactory academic progress and be eligible to receive financial aid.

Possible Academic Effects of Withdrawing

- All non-passing grades (W, I, F, N) may affect your academic standing. You must complete 50% of your cumulative attempted credits in order to maintain good standing. Too many "W"s may result in Progress Probation.
- Another important consideration is that courses from which you withdraw are not counted/audited as part of your academic load when full-time or part-time status is reported to the following:

Financial Aid	U.S. Citizenship and Immigration services
An employer	Department of Veterans Affairs
A health insurance carrier	

Withdraw Policy

Students who officially drop from credit courses through the Registrar's Office within the first 14 calendar days of the 15-week semester will be removed from class rosters. Students withdrawing after the first 14 calendar days but before the end of the 10th week will receive a grade of a "W". A student with a grade of a "W" will be ineligible for academic honors for the semester.

During the Summer/Winter sessions, students who withdraw prior to the first day of the credit course will receive no grade for the course. Generally, if a student withdraws after the first class and prior to the last date of withdrawal for each Summer/Winter session, the student will receive a grade of "W". Please consult www.gatewayct.edu/Registrar to view withdraw deadlines.

After the above deadlines have passed, withdrawal from a course may be granted and recorded on the student's permanent record as "W" if extenuating circumstances are found to justify the withdrawal.

Important Definitions

W-WITHDRAWAL: An academic notation of "W" will be recorded on student's official transcript for courses from which a student withdraws during the first two-thirds of the semester. A student who withdraws from any course(s) must obtain a withdrawal form from the Registrar's office.

DROP: Courses deleted from a student's academic record during the first 14 calendar days of the semester. This should not affect financial aid or academic status.

I-INCOMPLETE: An Incomplete is a temporary grade assigned by the faculty member when coursework is missing and the student agrees to complete the requirements by the end of the next semester. Although a student may request and Incomplete, the faculty member is not required to honor the request. If a student fails to complete or submit the required work by the specified time, the "I" grades will automatically turn into an "F". "I" grades may affect eligibility for financial aid.

F-FAILURE: An "F" can be assigned if a student withdraws after the last day to withdraw without academic penalty. "F"s negatively impact GPA, and may affect eligibility for financial aid/veterans benefits and future enrollment at GCC.

N-NO BASIS FOR GRADE: Granted upon a faculty member's discretion. "N"s may affect your eligibility for financial aid/veterans benefits and future enrollment at GCC.

GOOD STANDING ENROLLMENT STATUS: A student with a GPA 2.0 or higher and who has completed 50% or more credits attempted at Gateway is considered in Good Standing.

PROGRESS PROBATION: Students who have not successfully completed at least 67% of their attempted credits are placed on progress probation. This can result in a reduced course load and possible loss of future financial aid.

Consequences of Not Officially Withdrawing

It is very important that you not stop attending your courses without officially withdrawing. Please see a counselor to discuss all options before withdrawing. Failure to properly withdraw from your course(s) may result in the assignment of "F" or "N" grades to your academic record.

