

# Leaving Bethel/Returning to Bethel Appeal

## Official Withdrawal

A student who decides to discontinue their studies at Bethel prior to commencing or completing their program must officially withdraw. To officially withdraw from Bethel University, a student should pick up the appropriate forms in the Office of Student Life or call the office at 651.638.6300 and schedule an appointment for an exit interview. Failure to notify the institution of your intent to withdraw may result in loss of financial aid. A student who has withdrawn from the university for more than one full semester (or who has been withdrawn involuntarily) must apply for re-enrollment.

## Stop-out

On occasion, it may become necessary for a student to leave school for a semester for a variety of reasons. A student who finds it necessary to discontinue their studies for only one semester, with the intent to return to Bethel after that semester, may be eligible for a stop-out status rather than officially withdrawing from the university. A stop-out status allows a student to return to Bethel after one semester away without reapplying for admission. Students also retain their class-level status for housing sign-up and academic registration. The stop-out procedure may only be utilized once by a student during the course of their academic studies, unless special approval is granted by the university.

A student interested in receiving a stop-out status should inquire about eligibility with a dean in the Office of Student Life. To be granted a stop-out, a student must be in good standing academically and financially, must have been at Bethel at least one full semester, and must plan to be away no more than one full semester. The complete stop-out policy and forms are available in the Office of Student Life.

## Involuntary Withdrawal

Under certain circumstances involving the health or safety of a student or others, a student may be withdrawn from Bethel by one of the deans in student life. Involuntary withdrawals will be handled on a case-by-case basis as determined by the university.

## Returning to Bethel

A student who has withdrawn from the university for more than one full semester (or has been withdrawn involuntarily) must re-enroll by contacting the Office of the Registrar. In order to return, students must receive clearance from the Office of Student Life and be in good standing academically and financially.

## Policy Contact:

- Office of Student Life
  - [studentlife@bethel.edu](mailto:studentlife@bethel.edu)
  - 651-638-6300