

BUSINESS POLICY

To: All Members of the University Community

2010:05

Date: September 2009

BUSINESS OFFICE ADMINISTRATIVE WITHDRAWAL UNIVERSITY PROCEDURE (Supersedes 2008:14)

I. Purpose

An administrative Withdrawal is initiated by the Director of Business Operations with the approval of the Vice President of Administration and Finance. Students may receive an administrative withdrawal for the following reasons:

- The student paid previous and/or current balances via a check or credit card that was not honored.
- The student did not complete the financial aid as indicated below.

II. Policy and Procedure Guidelines

- A. Students will be identified by return of items not paid by a financial institution in cases of check or credit card. In all cases the student will be contacted and given (14) fourteen days to redeem the payment.
- B. Students who have not completed financial aid will be identified by a focus report.
 - a. Students will not receive an administrative withdrawal if their Financial Aid is in process as verified by the Financial Aid Office.
 - b. Student's will be advised that they will receive an administrative withdrawal if they do not complete issues for which they have control, such as: filing a FAFSA, providing verification information, completing entrance counseling, accepting financial aid awards and/or signing of promissory notes.
 - c. Once notified, students will be given sufficient time, (14) fourteen days, to complete the financial aid requirements.

- C. The Business Office will immediately notify the following departments via email of the students that will be administrative withdrawn:
- a. Records Office
 - b. Financial Aid Office
 - c. Admissions
 - d. Housing Office
 - e. The Deans Office
 - f. The Faculty Member for each class the student is currently enrolled.
- D. The Records Office will place an Administrative Withdrawal (AW) on the registration form identified as SFAREGS. Additionally the Records Office will notate the withdrawal on the generic comment form identified as SPACMNT. This means the student will not receive any credit for the semester in which an AW was received.
- E. No financial adjustments will be made to the students account for an administrative withdrawal.
- F. Once the Administrative Withdrawal is processed the student's Bulldog Card Access will be removed.
- G. The Housing Office will expedite the student's vacate from the residence halls or apartments.

Jerry L. Scoby
Vice President for Administration and Finance

Contact: Business Office

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