

BUSINESS POLICY

To: All Members of the University Community

2016:02

Date: July 2015

STUDENT FINANCIAL SERVICES ADMINISTRATIVE WITHDRAWAL UNIVERSITY PROCEDURE

(Supersedes 2008:14; 2010:05; 2013:03)

I. Purpose

An administrative Withdrawal is initiated by the Director of Student Financial Services with the approval of the Associate Vice President for Finance. Students may receive an administrative withdrawal for the following reasons:

- The student did not meet minimum payment requirements or failed to meet payment arrangements.
- 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 and appropriate candidates for withdrawal will be selected at the discretion of the Director of Student Financial Services.
- B. 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.
- C. 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.
- D. Student Financial Services will immediately notify the following departments via email of the students that will be administrative withdrawn:
- a. Admissions
 - b. Student Financial Services staff
 - c. Dining Office
 - d. Finance Office
 - e. Financial Aid Office
 - f. Housing Office
 - g. International Office
 - h. Kendall College of Art and Design staff (if applicable)
 - i. Records Office
 - j. The Dean's Office
 - k. The Faculty Member for each class the student is currently enrolled
- E. 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.
- F. No financial adjustments will be made to the students account for an administrative withdrawal.
- G. Once the Administrative Withdrawal is processed the student's Bulldog Card access will be removed.
- H. The Housing Office will expedite the student's vacate from the residence halls, apartments or suites.

Jerry L. Scoby
Vice President for Administration and Finance

Contact: Student Financial Services