Withdrawals

SOP #: RR.004.01

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>2/1/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Revision/Review</td>
<td>2/1/2019, 8/28/19, 5/5/2020</td>
</tr>
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1. Purpose
A student may be withdrawn from the College and the degree program for academic deficiency, disciplinary action, failure to meet financial obligation, or upon personal request.

The effective date of a University Withdrawal is established by the date on which a student initially contacts the Office of the Registrar that they wish to withdraw. Under no circumstance does notifying professors or not attending classes constitute an official Withdrawal. Leaving the College without following the established procedure will result in "Failure" of all courses for which the student is registered.

2. Related Policy/Authority
FA.007.01 Return of Title IV Process – R2T4
RR.002.01 Leave of Absence

3. Faculty/Staff Responsibilities
Registrar/Office of Academic Affairs/Office of Financial Aid/Office of Student Affairs

4. Definitions/Abbreviations
SIS – Student Information System
SPC – Student Progress Committee

5. Procedural Steps
The College requires that the following occur in the event of a withdrawal:

Where withdrawal is voluntary, the student is required to submit a signed and dated letter to the Registrar requesting withdrawal from the College.

The effective date of the Withdrawal is established by the date on which a student initially contacts the Office of the Registrar that they wish to withdraw. The withdrawal date will be documented in the SIS. Under no circumstance does notifying professors or non-attendance of classes constitute an official College Withdrawal. Leaving the College without following the established procedure will result in "Failure (F)" of all courses for which the student is registered.

In cases of involuntary withdrawal, the Registrar shall secure the written determination from the appropriate administrative unit within the College (i.e. SPC, College Dean). The student has the right to appeal the SPC decision, in writing, to the Dean, to be submitted within three (3) business days. If no appeal is filed by the student, the recommendation made in the SPC letter will become the final decision.
The effective involuntary withdrawal date will be the date mentioned in the SPC letter. The involuntary withdrawal date will be documented in the SIS.

If an appeal is filed, the effective date of the involuntary withdrawal will be the date mentioned in the SPC letter. The involuntary withdrawal date will be documented in the SIS.

The College will apply the following grading policy at the time of withdrawal:

- A student in good academic standing who withdraws voluntarily or due to financial default shall receive the designation "W" for each course in which they are enrolled at the time of withdrawal;
- A student who is withdrawn from the College for a disciplinary infraction shall receive the designation “AW” denoting an Administrative Withdrawal; and
- A student who is withdrawn from the College due to academic deficiency will receive the course grades earned.

All students, whether voluntary or involuntary withdrawals shall be required to complete Exit Interviews/Checkout.

- The student is required to obtain a checkout form from the Registrar and submit the completed form.
- The Registrar will arrange an exit meeting with appropriate departments including The Office of Financial Aid and the Finance Office to settle any outstanding balances and determine if the return of financial aid funds is required.
- The student shall complete off-boarding with information systems.
- Upon completion, the Registrar will provide notice of withdrawal to administrative offices of the College for dissemination within regulatory guidelines as needed.

Failure to complete any requirements in the withdrawal process may result in a hold placed on the student’s academic record.

### 6. Reports/Charts/Forms/Attachments/Cross References

### 7. Maintenance

The Registrar developed the procedure; it will be reviewed and updated annually.

### 8. Signature

<table>
<thead>
<tr>
<th>Signature on File</th>
<th>5.5.2020</th>
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<tr>
<td>Marisella Reyes, Registrar</td>
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### 9. Distribution List

External
### 10. Revision History

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
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<tr>
<td>5.5.2020</td>
<td>5</td>
<td>Date of Involuntary Withdrawal clarification</td>
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