



ADMINISTRATIVE POLICY #03-10-09-04 (2018)

STUDENT WITHDRAWAL POLICY

Policy Title: Student Withdrawal Policy

Policy Type: Administrative

Policy Number: #03-10-09-04-2018

Approval Date: 11/13/2018

Responsible Office: Office of the Registrar

Responsible Executive: Provost/Vice President of Academic Affairs

Applies to: Students

POLICY STATEMENT

To ensure students terminating their enrollment before the term ends are withdrawn from their courses, and other departments are appropriately notified, the College requires students to complete the withdrawal form. Official withdrawal requires clearance of a student’s responsibility to the college, such as financial aid, housing, board plan, and notification of withdrawal to various offices. Official withdrawal, therefore, is essential to ensure that one’s academic record is not jeopardized and that financial matters are attended to. Failure to properly withdraw may hamper readmission or the possibility of transfer to another college or college.

Wiley College’s Student Withdrawal Policy is designed for students who want to end their enrollment at the college before the end of the current semester or summer session.

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DEFINITIONS

Word/Term:

Official Withdrawal: terminating enrollment in all registered courses for an academic semester at Wiley College.

Student: A student is any individual who is currently enrolled, or was enrolled, in a for-credit course.

CONTACT(S)

The Office of the Provost/Vice President for Academic Affairs and the Vice President for Enrollment Services officially interpret this policy and are responsible for obtaining approval for any revisions as required through the appropriate governance structures. Questions regarding this policy should be directed to the Office of the Registrar.

STAKEHOLDER(S)

College Community: to include students, Office of the Registrar, Office of Financial Aid, and Student Accounts.

STUDENT WITHDRAWAL: POLICY CONTENT

- I. General Information
 - A. College policy requires a student to complete an application for withdrawing when enrollment is terminated before the end of the semester or summer session.
 - B. Students who withdraw from Wiley College must initiate the process in their respective academic department and follow the procedures listed below:
 1. Discuss the matter with their academic advisor before processing the form. Students in Second Chance Pell (SCP) will report the matter to the center's representative.
 2. Obtain the form from the Office of the Registrar or academic advisor, and complete personal information.
 3. Secure the signature of the advisor or designee.
 4. Report to the Office of Financial Aid for an Exit Interview.
 - a. Obtain officers' signatures
 - b. Students who reside in a campus residence hall will be directed to the Housing Office for clearance purposes.
 - c. Students who are receiving Veterans benefits will be directed to the Office of the Registrar for clearance.
 - C. Secure all required signatures.
 - D. Submit form to the Office of the Registrar. Obtain a copy of the submitted form for your records.

II. Special Circumstances

- A. If a student is ill or otherwise incapacitated and cannot complete the Withdrawal Process, the student must contact (or have someone contact) the Office of the Vice President for Student Affairs immediately.

PUBLICATION

The policy will be widely distributed to the College community. To ensure timely publication and distribution thereof, the Responsible Executive will make every effort to:

- Communicate the policy in writing, electronically or otherwise, to the College community, including current and prospective students, within 14 days of Board approval;
- Submit this policy for inclusion in the online Policy Library within 14 days of Board approval;
- Post the policy on the Division of Academic Affairs, Enrollment Service Office and College Registrar web pages and any other related webpage's, all student handbooks, and College catalogs; and
- Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.

REVIEW SCHEDULE

- Next Scheduled Review: 11/13/2021
- Approval by, date: Executive Cabinet, 11/13/2018
- Revision History: MM/DD/YYYY
- Supersedes:

RELATED DOCUMENTS

1. Class Attendance Policy #03-10-09-01
2. Incomplete Grade Awarding and Removal Policy #03-10-09-03
3. [National Student Loan Data System for Students \(NSLDS\)](#) Reporting Policy #03-10-09-05
4. Course Enrollment Verification, End-of- Semester Grade Verification, and Non-Attendance Reporting Policy #03-10-09-06

FORMS

Student Withdrawal Form