 <b>Community Christian College</b>	<b>Administrative Withdrawal Policy</b>	
	<b>Policy Number: AC04</b>	<b>Dept: Academics</b>

## Policy & Procedure

### PURPOSE

To establish a policy and procedure for whether a student who has not provided an official notification and who began attendance during a period, completed the period or should be treated as an administrative withdrawal.

Federal guidelines state, *‘For all other withdrawals without notification at a school not required to take attendance by an outside entity, unless the school chooses to use the last date of an academically related activity in which the student participated as the withdrawal date, it is the midpoint of the payment period or the period of enrollment, as applicable.’ - Department of Education, 5 Federal Student Aid Handbook 5–61, (2019–20); 34 CFR 668.22(e)(3)*

### POLICY

As per policy, continuing and new students who began attendance in a term by posting an academic related activity and who then violate the institution’s last day of activity policy will be treated as an administrative withdrawal.

The institution will make change of status determinations for administrative withdrawals at the midpoint of every block session which is the end of 14 days and at the end of every block session within the term.

Students who don’t register for a subsequent term will be withdrawn on the first day of the subsequent term.

For students who don’t post attendance in the first 14 days of their enrollment or provide sufficient reason for the institution to determine within the first 14 days that the student will not be successful are considered as cancel students, See *Student Cancellation policy*.


### PROCEDURE

#### Faculty

- i. Faculty will run last date of activity reports, review student records in Populi, and identify lack of academic activity participation.
- ii. Faculty will report lack of academic activity participation to Student Services by email on a weekly basis.

#### Student Services

- i. Student Services will verify that the designated student/s have not notified CCC of non-attendance or provided a request for withdrawal.

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- ii. Student Services will notify the student through Populi by email and text that they have violated the institutions academic activity participation policy and they are being academically withdrawn from their block session.
- iii. Student Services will change the status of the student to ‘W’ in the block session.
- iv. Student Services will create a weekly report of students academically withdrawn from Populi
- v. Student Services will send the Withdrawn Change of Status Report to Student Accounts and Financial Aid weekly

**Financial Aid**

- i. Financial Aid will update all Cancelled and withdrawn student extracts in Saint Director based on the report that is sent from Student Services
- ii. Financial Aid will then inform Student Accounts that all withdrawn student extracts have been updated to a “W” status.

**Student Accounts**

- i. Student Accounts will create the Change of Status packet for Global to process Return to Title IV
- ii. Student Accounts will run the Monday CIS report to gather all Withdrawn students and make sure all packets are complete.
- iii. Student Accounts will check the SFTP site for exits and pick up the packets for our records
- iv. Student Accounts will check the SFTP site for exit R2T4 refunds due
  - o If there are any R2T4 refunds due
    - Student accounts will create a spreadsheet and upload it to GARP
    - Student accounts will inform Accounting to add funds to Hancock & Whitney for refunds due back to the DoE
      - For return of Pell; send to EdPay Account
      - For return of Loans-DL Account

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**REVISION HISTORY**

NAME	REVISED SECTION/PARAGRAPH	REV	RELEASED
<b>Rachna Madan</b>	<b>[Created]</b>	[00]	Jan 15, 2021
Brian Carroll	[Approved]	[00]	Jan 19, 2021

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