Complete Withdrawals – Undergraduate Students

I. POLICY:

If the student wishes to disenroll from ALL courses for the semester, a COMPLETE WITHDRAWAL should be processed through the Office of Student Affairs, the Graduate Office if a graduate student, and Extended Studies if an extended studies student. Tuition and fee charges for complete withdrawals will be prorated as per the institutional refund policy which is found in the semester class schedule. Students who receive financial aid and completely withdraw might be required to repay all or a proportionate amount of aid received. Repayment amounts are determined in accordance with federal, state, and institutional regulations and policies.

Students who withdraw from a class receive a non-punitive grade of W and pay regular tuition and fees. In order for a student to disenroll from a class after the deadline for drop or withdrawal as set by the registrar, they must obtain permission from their advisor, the instructor, the department chair of the area in which the course is offered, and the VPAA.

Students requesting a late withdrawal must demonstrate legitimate and extenuating reasons for not having dropped or withdrawn prior to the deadlines. Students who are eligible for the COF stipend will have reduced their available COF hours upon withdrawal by the total number of hours from which they have withdrawn.

II. PURPOSE:

The purpose of this policy is to define the procedures for processing a complete withdrawal from Adams State University.

III. DEFINITIONS:

A. Off-campus Students: A student who is enrolled in a program of study that is being offered off-site via technology or face-to-face at a remote location.

B. On-campus Students: A student who is enrolled in a program of study that is offered on-site in Alamosa either face-to-face or via technology.

C. Office of Student Affairs: The Office of Student Affairs oversees the Division of Student Affairs and provides absence notifications to faculty, information and mediation regarding academic probation & suspension, interpretation of our Code of Conduct, facilitation of complete withdrawals from ASU, information regarding immunizations, etc.

D. Complete Withdrawal: A student’s choice to officially cease attending all classes enrolled in and to leave the college for a given term.

E. Late Withdrawal: To obtain special permission to withdraw from a course or courses after the withdrawal deadline for the semester as set by the registrar.

F. Registrar: The university official responsible for keeping records of such things as student enrollments, creation of courses, examination results, etc.
G. **Withdraw**: To cancel one's enrollment in a class or classes after the last day to drop a class (census date) but before or on the last day to withdraw. Students who withdraw from a class receive a non-punitive grade of W and pay regular tuition and fees. A withdrawal may be processed without special permission.

H. **Drop**: To cancel one’s enrollment in a class or classes before the census date or first 15 percent of the course (add/drop deadline). All dropped courses for the semester will be removed from the student’s transcript. Tuition and fees will also be removed as long as the student remains enrolled in at least one class.

IV. **PROCEDURES**:

On-Campus Students

A. If the student is on-campus, he/she will need to come to the Office of Student Affairs and sign a Complete Withdrawal Form stating the student would like to withdraw from all of their on-campus courses.

B. The Business Office will let the student know if they are eligible for a tuition refund.

Off-Campus Students

A. If the student is in an off-campus program, he/she will need to send a letter with the following information provided: reason for withdrawing, date, Student ID Number and signature. Letters, emails and faxes are acceptable forms of notification.

B. The Student Affairs Office will process the paperwork to withdraw the student from their on-campus classes.

C. The Business Office will process a tuition refund when appropriate.

Graduate Students

A. The student will need to contact the Graduate Office.

Extended Studies Students

A. The student will need to contact the Extended Studies Office

V. **RESPONSIBILITY**:

A. It is the student's responsibility to submit the appropriate required information.

B. The Office of Student Affairs will process completed paperwork for on-campus, off-campus, and extended studies students.

C. The Business Office will process tuition refunds as appropriate.

D. The Graduate Office will process completed paperwork for the graduate students.

VI. **AUTHORITY**:
VII. HISTORY:

June 8, 2009
December 23, 2009
Reviewed May 10, 2012
Revised November 13, 2013
Reviewed October 23, 2014

VIII. ATTACHMENTS:

Complete Withdrawal Form
OFFICIAL COMPLETE WITHDRAWAL FORM

**TYPE OF WITHDRAWAL**

- Approved
- Administrative
- Medical
- Unauthorized

Term: ____________________

Student Name: _______________________________________________________ ID #: ______________________________

Address: _________________________________________________________ Phone #: ______________________________

Date Withdrawal Initiated: ________________ Percentage: ____________ Actual Withdrawal Date: ________________

Reason(s) for Withdrawal: _______________________________________________________________________________
____________________________________________________________________________________________________

Records: __________________ Date: __________________

Holds: _______________________________________________________

**SOURCE OF FUNDS**

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Standing

Town

Hours

I understand that I am withdrawing from all of my on-campus courses at Adams State University and it may affect my financial aid, amount owed to the University and my COF eligibility. I will also continue to be charged for on-campus Housing and meal plan until I officially check out with the Office of Housing & Residence Life.

**STUDENT SIGNATURE:** ______________________________

For Return of Title IV Funds

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<tbody>
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<td>Board</td>
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Initiated by: ______________

Letter / Email: ______________

Other: ______________

Comments: ______________