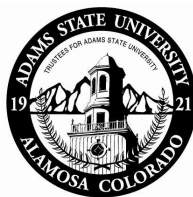


POLICY NUMBER: 100-02-10 & 150-02-05

CHAPTER: Undergraduate/Graduate Academic Policies - Academic Advising & Required Approvals

SUBJECT: Complete Withdrawals



ADAMS STATE UNIVERSITY

Part III: Academic Policy

Chapter 100-02: Undergraduate/Graduate Academic Policies: Academic Advising & Required Approvals

Policy Number: 100-02-10 & 150-02-05

Subject: Complete Withdrawals

Effective Date: Revised August 21, 2024

Supersession: N/A

Office of Primary Responsibility: Office of Academic Affairs

Policy Statement

A student intending to withdraw from all courses must request a complete withdrawal.

Purpose

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

Definitions

- A. Institutional Withdrawal: A student's choice to officially cease attending all classes enrolled in and to leave the University for a given semester.
 - Administrative Institutional Withdrawal: An Institutional withdrawal that is processed administratively and not necessarily requested by a student due to special circumstances. This enrollment status will remove all registration history, grades, tuition and fees and will warrant a return of any financial aid awarded for the semester.
 - Approved Institutional Withdrawal: An Institutional withdrawal requested by a student that is approved for processing. When submitted up to and including the census date (add/drop deadline), will remove registration in all classes for the semester. Tuition and fees are adjusted at 100%. When submitted after the census date, the student will be responsible for all incurred charges of tuition and fees and will receive final grades of "W" or withdrawn, for the semester. Students should be encouraged to indicate their reason for withdrawing as appropriate on the withdrawal form.
 - Canceled Complete Withdrawal Request: A complete withdrawal request that is later canceled by the student. If the student has missed more than a week of classes, they must request permission from all instructors before being permitted to re-enroll.

Denied Complete Withdrawal: A complete withdrawal requested by a student that is denied for processing, typically due to not meeting the withdrawal deadline for the semester. The student would remain enrolled and receive a final grade as assigned by his/her instructors at the end of the semester.

- B. Prison Education Program (PEP): The academic program at Adams State University in which courses and degrees are delivered through asynchronous correspondence. The majority of students in the PEP are incarcerated and have a designated PEP academic advisor.
- C. Professional Development Courses: Adams State University Extended Studies offers graduate level courses for educators seeking credit for relicensure or advancement within their school district. Graduate credit is also made available for a variety of in-services and workshops.
- D. Drop: The act of disenrolling from a class or classes after registration and through the census date or first 15 percent of the course (add/drop deadline) as published in the Academic Calendar while remaining enrolled in at least one course for the semester.
- E. Late Withdrawal: A withdrawal from a course or courses that has been approved after the deadline for this has passed. If approved, the student's enrollment status is updated to that of a withdrawal.
- F. Notification Office: The office with the authority to approve or deny complete withdrawal requests: Undergraduate students: Office of Student Affairs; Professional Development: assigned advisor, : PEP advisor; and Graduate students: academic advisor then Office of Graduate Studies.
- G. Office of Academic Affairs: The office that oversees the institution's academic programs and is responsible for determining and implementing academic policies.
- H. Office of Graduate Studies: The Office responsible for processing graduate admission applications and other graduate student paperwork and for overseeing policy and curriculum for graduate programs.
- I. Office of the Registrar: Adams State University office responsible for ensuring adherence to academic policy, preserving academic integrity, and safeguarding academic records including but not limited to registration and student enrollment, academic transcripts and enrollment reporting.
- J. Office of Student Affairs: The Office of Student Affairs provides absence notifications to faculty, interpretation of our Code of Conduct, facilitation of complete withdrawals from ASU, information regarding immunizations, etc.
- K. Return of Title IV Funds (R2T4): If a student who receives Title IV (Federal Student Aid) grant or loan funds for a payment period requests a complete withdrawal after beginning attendance, the school is required by the United States Department of Education (DOE) to perform a R2T4 calculation to determine the amount of Title IV aid earned by the student. Any unearned aid determined by the calculation must be returned by the institution to the DOE within 45 days of the student notifying the appropriate department of their complete withdrawal.

POLICY NUMBER: 100-02-10 & 150-02-05

CHAPTER: Undergraduate/Graduate Academic Policies - Academic Advising & Required

Approvals

SUBJECT: Complete Withdrawals

- L. Student Business Services (SBS): The department responsible for tuition and fee assessment to student accounts, billing for assessed charges, managing payment plans, processing payments to student accounts, disbursing student aid (cash management oversight), and calculating and posting refunds of tuition and fees, especially for withdrawals.
- M. Institutional Charges: tuition, fees, room and meals. The Board of Trustees may approve additional charges as needed.
- N. Nonrefundable charges (listed below) are considered expended at 100 percent when charged and will not be adjusted. Charges and fees may be subject to change.
 - Student ID Replacement Fee
 - Parking Fines
 - Emergency Loans
 - Emergency Loan Fees
 - Deferred payment Fee
 - Matriculation fee
 - Late Payment Fee
 - Returned check fees
 - Athletic Fee
 - Housing damage charges
 - Housing sanction fines
- O. Unauthorized withdrawal: A denied request from a student to withdraw from all courses after the deadline for withdrawal has passed. Courses for denied withdrawal requests receive the earned grade as assigned by each faculty member teaching each course.
- P. Withdrawal: The act of disenrolling in a class(es) 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, unless the student wishes to withdraw from ALL classes (see Complete Withdrawal above). Though withdrawing from a class after the census date, but prior to or on the withdrawal deadline, will not affect the student's GPA, it will affect their completion rate. If the student's completion rate drops below 67%, the student will need to appeal for their financial aid for the following semester.

Procedures

A. PRE-SEMESTER COMPLETE "DROP":

If the semester has not yet begun, the student may unregister via their web services account or contact any of the following offices to notify ASU of their intention to disenroll (process a complete drop for the semester): Office of Admissions, Office of Student Affairs, One Stop Student Services, Office of the Registrar, Office of Financial Aid, Office of Graduate Studies, or Housing Office of Housing and Residence Life, PEP department.

All institutional charges will be adjusted at 100%, if the complete drop is requested prior to the first day of classes. Course registrations are dropped and courses will not appear on the

POLICY NUMBER: 100-02-10 & 150-02-05

CHAPTER: Undergraduate/Graduate Academic Policies - Academic Advising & Required Approvals

SUBJECT: Complete Withdrawals

student's transcript. If financial aid has been disbursed in advance of courses starting, aid will be adjusted per the Return of Title IV policy.

B. COMPLETE DROP (AFTER CLASSES START BUT PRIOR TO OR ON SEMESTER CENSUS DATE):

If the student wishes to disenroll from ALL courses for the semester and the semester has begun, a COMPLETE DROP should be requested through the online form accessible through the student's account or, for PEP and Professional Development students, in writing to the necessary department. Tuition and refundable fee charges for complete withdrawals before the semester Census Date will be reversed.

C. COMPLETE WITHDRAWAL (AFTER SEMESTER CENSUS DATE THROUGH WITHDRAWAL DEADLINE (60% INTO THE SEMESTER)):

If the student wishes to disenroll from ALL courses for the semester and the semester has begun, a COMPLETE WITHDRAWAL should be requested through the online form accessible through the student's account or, for correspondence students, in writing.

Tuition and fee charges for complete withdrawals after the semester Census Date will be prorated at 50 percent up to 60% of the elapsed course(s). 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. Students who receive financial aid and completely withdraw might be required to repay all or a proportionate amount of aid received. See Return of Title IV policy. Students who receive approval to completely withdraw receive a non-punitive grade of W in each course; however, W grades are considered in calculating completion rates for Satisfactory Academic Progress monitoring. For individual course withdrawals, meaning disenrollment from one or more courses while remaining enrolled in at least one course for a given semester, (not complete withdrawal from all courses), please refer to Policy 100-02-08 Course Disenrollment.

D. COMPLETE WITHDRAWAL AFTER WITHDRAWAL DEADLINE:

Students requesting a late withdrawal, after the deadline to withdraw as published in the Academic Calendar, must demonstrate legitimate and extenuating reasons for not having dropped or withdrawn prior to the published deadlines. These requests will be denied unless verifiable extenuating circumstances warrant a different decision by the relevant administrative office (i.e., Academic Affairs, Student Affairs, Graduate Studies, Prison Education Program). Students who request a late withdrawal will receive the grades as assigned by faculty if the late withdrawal is denied, pay regular tuition and fees and may be subject to financial aid repayment according to the Return of Title IV policy. The Office of Student Affairs, PEP or Graduate Studies will notify the student of the denied request and inform the student that this action may result in TF grades at the end of the semester and additional account adjustments may result.

E. COMPLETE WITHDRAWAL FROM MINI SEMESTER OR SUMMER SEMESTER.

For students requesting a complete withdrawal from a mini semester or summer semester, the withdrawal will be processed using the parts of term (start and end dates of the course)

established by the Registrar Office. If the withdrawal includes a course that has already started and ended before the date of the complete withdrawal. The course will not be included and the student will be responsible for charges of said course at 100% and retain the earned grade. Course registrations are dropped and courses will not appear on the student's transcript.

F. CANCELLATION OF COMPLETE WITHDRAWAL REQUEST:

The student should contact the relevant administrative office as defined in paragraph E under "Definitions" above, if they wish to cancel their withdrawal request. The cancellation request is then processed for review on a case-by-case basis to determine if enrollment, tuition and fees, COF, financial aid, housing, and meal plans can remain in place. An "Add/Drop" registration form must be completed to reinstate students in courses if they have already been disenrolled through the complete drop/withdrawal process. Course adds may be subject to availability and special permission, according to the Late Add registration policy and late registration deadlines.

G. PRISON EDUCATION PROGRAM (PEP) students who ARE eligible for financial aid

For PEP, who are recipients of financial aid. Charges and financial aid will be prorated on a daily basis up to 60% of the semester. Students who request a late withdrawal (after 60% of the semester) will receive the grades as assigned by faculty if the late withdrawal is denied, pay regular tuition and fees and may be subject to financial aid repayment according to the Return of Title IV policy. Per federal regulations, student refunds based on financial aid will not be allowed.

H. PRISON EDUCATION PROGRAM STUDENTS (PEP) who are NOT eligible for financial aid.

For PEP who are not recipients of financial aid. Charges and financial aid will be prorated at 50 percent up to 60% of the semester. Students who request a late withdrawal (after 60% of the semester) will receive the grades as assigned by faculty if the late withdrawal is denied, pay regular tuition and fees and may be subject to financial aid repayment according to the Return of Title IV policy

I. PROFESSIONAL DEVELOPMENT STUDENTS

A student wanting to withdraw from the Professional Development program will contact the Extended Studies department in writing. The department will make the determination for the withdrawal and make any adjustments to the student account.

J. HOUSING AND MEALS

Housing and meals will be adjusted to the date the student moves off campus, housing and meals will be adjusted by the Office of Housing and Student Life and will be reflected on the student's account.

POLICY NUMBER: 100-02-10 & 150-02-05

CHAPTER: Undergraduate/Graduate Academic Policies - Academic Advising & Required

Approvals

SUBJECT: Complete Withdrawals

Responsibility

- A. Once the semester has begun, the student intending to disenroll from ALL courses must submit the online complete withdrawal request form accessible through the student's Adams State web services account or, for PEP and Professional Development students, the request must come from the student in writing and be submitted to their advisor. If a student notifies faculty or staff of their intent for a complete withdrawal, they should be referred to the One Stop, Student Affairs, Graduate Studies or PEP.
- B. The request is routed to the relevant notification office (Undergraduate students: Office of Student Affairs, Professional Development or PEP department advisor, Graduate students: academic advisor then Office of Graduate Studies). Following the request, the relevant office and/or advisor must contact the student. No request will be approved until staff/advisors have attempted to hold a conversation with the student.
- C. The request is reviewed and approved or denied, then the student is notified by the relevant office.
- D. Approved requests may then be routed to the Office of Financial Aid for R2T4 calculation, the Office of Housing and Residence Life, Registrar's Office, Academic Instructional Technology Center, and Student Business Services.
 - 1. AITC will generate and route reports through the complete withdrawal workflow verifying class participation in online classes.
 - 2. The Office of Housing and Residence Life will determine the student's eligibility to remain in campus housing.
 - 3. The Registrar's Office will disenroll the student from courses and/or post W grades as appropriate. This process includes reassessing tuition and fees.
 - 4. For approved withdrawals, Student Business Services processes refunds according to the institutional refund policy and notifies the student of any account adjustments. Correspondence students will be notified of account adjustments by their advisor.
- E. The Office of Financial Aid will process R2T4 calculations per the Return of Title IV policy.
- F. The withdrawing student should be aware that institutional charges previously paid by Title IV (Federal Student Aid) funds might become a debt that the student would be responsible for paying.

Authority

[Higher Education Act of 1965 Section 484B \(page 585 of PDF document\)](#)

Return of Title IV Funds: [IFAP Volume 5, Chapter 1, pages 3-43](#).

Related Policies

(Institutional Refund Policy)

[100-02-08 Course Disenrollment](#)

[100-11-15 Satisfactory Academic Progress](#)

POLICY NUMBER: 100-02-10 & 150-02-05

CHAPTER: Undergraduate/Graduate Academic Policies - Academic Advising & Required Approvals

SUBJECT: Complete Withdrawals

[TF/TU Policy](#)

Replaces policy [800-07-02 Complete Withdrawal Tuition & Fees Adjustment Policy](#)
Appeal Policy

Related Stakeholders for Policy Review

History

June 8, 2009

December 23, 2009

Reviewed May 10, 2012

Revised November 13, 2013

Revised May 23, 2017

Revised March 11, 2020

Revised May 12, 2021

Revised January 16, 2023

Revised August 21, 2024

Attachments

N/A