

## **Policy: Withdrawal Process**

**Columbus School of Law  
The Catholic University of America  
Effective 08/15/2009**

### **Date of Withdrawal**

Columbus School of Law (hereinafter CUA) uses the date the student begins the official withdrawal process, or the date of the student notifies an appropriate administrator (see below), whichever is later, as the official date of withdrawal.

If a student does not provide notification of his or her intent to withdraw, CUA will use the date that a professor, instructor, or an administrator becomes aware that the student ceased attendance, and documents the last date of attendance at an academically-related activity, as defined later in this section. In some cases, CUA may use this last date of attendance instead of the official notification, if such circumstances warrant under the conditions noted later in this section.

Intent to withdraw means that the student indicates he or she has either ceased to attend the school and does not plan to resume academic attendance, or believes at the time he or she provides notification that he or she will cease to attend the school. A student who contacts a school and only requests information on aspects of the withdrawal process, such as the potential consequences of withdrawal, would not be considered a student who is indicating that he or she plans to withdraw. However, if the student indicates that he or she is requesting the information because he or she plans to cease attendance, the student would be considered to have provided official notification of his or her intent to withdraw.

If a student provides official notification of his or her intent to withdraw, he or she may change his or her mind, provided the student submits to the Assistant Academic Dean a written statement stating his or her intent to remain in academic attendance through the end of the payment period or period of enrollment. If the student subsequently withdraws after rescinding his or her intent to withdraw, the withdrawal date is the date the student first provided notification to CUA or began the withdrawal process, unless the school, at its discretion, chooses to document a last date of attendance at an academically related activity. (See last paragraph of this section.)

If a student ceases to attend classes without official notification of withdrawal (and no unusual circumstances apply – see below), the withdrawal date is the midpoint of the period of enrollment, as applicable, or the last date of an academically related activity that the student participated in.

If a student who would have provided official notification to the school was prevented from doing so due to circumstances such as illness, accident, grievous personal loss, or other circumstances beyond the student's control, the withdrawal date is the date the school determines that the student ceased attendance because of the aforementioned applicable event.

If a student withdrew due to circumstances beyond the student's control and a second party provides notification of the student's withdrawal on the student's behalf, CUA will determine the withdrawal date that most accurately reflects when the student ceased academic attendance due to the circumstances beyond the student's control.

If CUA administratively withdraws a student who has not notified the school of his or her intent to withdraw, the last possible date of withdrawal for the student is the date the school terminates the student's enrollment.

If the Assistant Academic Dean believes the last documented date of attendance at an academically related activity (official class, exam, computer-assisted instruction, academic advising, academic conference, or completion of an assignment) more accurately reflects the student's withdrawal date than the date the student began the school's withdrawal process or otherwise provided official notification of his or her intent to withdraw, CUA, may, at its

discretion, use the last documented date of attendance as the official withdrawal date. In such cases CUA will document the activity is academically related, and the student attended such activity.

## **Responsibilities of Instructors**

Professors shall be reminded regularly by the Registrar, Associate Academic Dean, or Assistant Academic Dean, to immediately notify an appropriate administrator, as noted above, if a student contained on the official class roster fails to attend class for a period of time that may indicate the student has ceased attending, and may be an unofficial withdrawal.

Upon said notification, the Assistant Academic Dean or Registrar will immediately begin attempts to contact the student to determine if the student has withdrawn or intends to withdraw.

If a student begins attendance and has not officially withdrawn fails to earn a passing grade in at least one course offered during the enrollment period, CUA will assume the student has unofficially withdrawn, unless a professor or instructor documents that the student completed the period. In such cases, the Assistant Academic Dean or Registrar will request such documentation.

**The Withdrawal Process** includes the following steps:

1. Notification of an appropriate administrator:
  - a. Associate Dean of Student Affairs
  - b. Assistant Academic Dean
  - c. Registrar
  - d. Director of Financial Aid
2. Meeting with office of financial aid to:
  - a. Review financial aid implications
  - b. Participate in required exit interview, if applicable
3. Upon receiving notification from the student intending to withdraw, the administrator will immediately contact the other administrators noted above with respect to intention and appropriate dates.

## **Title IV Refund Implications**

Within 30 days of the official withdrawal date, the office of financial aid will complete the appropriate Title IV Refund calculation and notify the student of the results and any additional actions required of the student. For a student who withdrew without providing notification, the Title IV Refund calculation will be completed within 30 calendar days from the earlier of (1) the end of the period of enrollment, (2) the end of the academic year, or (3) the end of the student's educational program.

CUA will return unearned funds, as determined in the Title IV Refund calculation, for which it is responsible as soon as possible, but no later than 45 days from the determination of a student's withdrawal. The return of funds will be executed via adjustment to the borrower's loan account for the amount returned. If the above option is not possible, CUA will return funds via a check.

The withdrawing student will be notified, by the office of financial aid, via email funds that have been returned.