



UNOFFICIAL WITHDRAWAL FOR STUDENTS WITH A FEDERAL LOAN OR GRANT

No Passing Grades

Title IV funding regulations require that any student who begins attendance but fails to earn a passing grade in at least one course in any semester and who does not officially withdraw shall be considered as having **unofficially withdrawn** from the University unless the University can document that the student completed the period of enrollment and earned the grade of "F". A student must be engaged in academically-related activities in order to retain eligibility for federal financial aid. Academically-related activities include, but are not limited to, interaction between the instructor and the student, submitting an academic assignment, taking an exam, attending a study group assigned by the university, participating in an online discussion and initiating contact with a faculty member to ask a question about the academic subject in the course, and other academically-related activities.

A student who does not earn at least one passing grade during a semester for which Title IV funds were disbursed will have a Return of Title IV Funds calculation performed to determine how much of the Title IV funds were earned. Unearned Title IV funds must be returned to the source, in most cases with a charge to the student's University account. A student who does not begin attendance during a semester for which Title IV funds were disbursed will have any and all disbursed Title IV funds returned and will be responsible for all charges for the semester.

Within 30 days of the end of the payment period or period of enrollment (official end of each semester), the University will, after review of academic grade reports or academic transcripts, identify Title IV recipients who have no passing grades, and will determine the students who have unofficially withdrawn (ceased attendance without providing official notification or expressed intent to withdraw) during the payment period or period of enrollment, with a withdrawal date at the midpoint (50% of the semester indicated on the academic calendar) or the latter date of the semester. Students are identified based on having received all grades of "F" for the semester. Based on those grades, the semester's Title IV funds will be recalculated to determine what portion of the Title IV funds were "earned" by the student.

Adjustment of Title IV Funds Due to Discontinuance of Study

Federal regulations require that schools use a Return of Title IV Funds calculation for cases in which a student receiving Title IV funds discontinues study during a given semester.



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When a student discontinues study (withdraws or has unofficially withdrawn due to failure to engage in academically-related activities) and has previously been awarded these funds, the University must determine if these funds are required to be returned to the appropriate Title IV programs.

The University is required to perform the calculation within thirty (30) days of determination of the discontinuance of study.

The "withdrawal date" is the date the student withdraws, as determined by the school. "Return of Title IV Funds" is the federally mandated process by which a school calculates the amount of Title IV funds to be returned for a Title IV recipient who begins attendance and subsequently withdraws or who ceases attendance during a semester. The calculations may result in a reduction of the student's Title IV funds to reflect the percentage of the semester that the student attended, if he or she attended less than 60 percent of the semester. Based on these calculations, the school, and the student, may be required to return any "unearned" Title IV funds.

The Return of Title IV Funds calculation will be performed for students determined to have unofficially withdrawn, using the **midpoint (50% of the semester indicated on the academic calendar) or later date of the semester as the withdrawal date**. Based on these calculations, the school will be required to return any "unearned" Title IV funds within 30 days after determining the student earned no passing grades resulting in a charge to the student's account. Students will receive notification of this action via an updated billing statement. All accounts must be paid in full before a student can register for another semester or receive a transcript. In addition, transcripts will not be released to other schools, employers, licensing agencies and other entities on the student's behalf until said account is paid in full. In addition, this action may affect a student's ability to attend other institutions of higher education, employment, licensure, etc.

Accounts that are not paid in full within fifteen (15) days of notification from the University are subject to collection procedures, and the student will be responsible for all costs and expenses of collection including, if applicable, a reasonable attorney's fee. The University reserves the right to turn all unpaid student accounts over to a collection agency for action.

In the event the student believes he or she has been erroneously unofficially withdrawn, the student may submit a written appeal in accordance with the provisions specified in the subsection labeled *Student Appeals Associated with Unofficial Withdrawals – Fast Track Appeals* within this policy.



The Financial Aid Office telephone number is 800.351.4040 extension 7523.