



Policy Title: Withdrawal and Termination Policy

Policy Number: REG.104

Policy Owner: VP for Academic Affairs

Responsible Office: Registrar's Office

Revision Date: 9/19/2017

1. Purpose and Scope

The purpose of the policy is to maintain accurate student records; to ensure that students who are listed in the system in an active status are currently attending the school; to encourage students to complete all required paperwork; and to keep all affected offices apprised of changes in a student's enrollment status.

2. Policy

Students who no longer attend the school, are not documented as being on a leave of absence, and have not graduated or completed must be withdrawn from the NAU.

3. Procedures

Official Withdrawal

When a student notifies the school of his or her intent to withdraw from the University by filling out an official withdrawal form, he or she is eligible for an official withdrawal. A student who wishes to drop all courses in a semester is considered as withdrawing from the university and must fill out the official withdrawal form.

The student must fill out all applicable fields in the Official Withdrawal form and indicate why he or she is leaving the school, whether he or she plans to return to school, etc. The student must sign the form and submit it to the Registrar's Office either in person, via e-mail or fax.

Unofficial Withdrawal

Unofficial withdrawals are determined when a student appears to no longer be active within the school but has failed to submit an Official Withdrawal Form. Unofficial withdrawals are most commonly documented shortly after the census dates.

Termination

The University reserves the right to terminate a student prior to completion of the program upon determination that a student is not complying with North American University's rules, such as the student code of conduct policy, attendance policy, satisfactory academic progress policy, or due to failure to complete Remedial classes within the prescribed timeframe or nonobservance of other student regulations.

Notifying Other Departments

When a student is withdrawn or terminated, the Business Office shall be notified by the Registrar's Office

as soon as possible. Additionally, Financial Aid Office shall be notified regarding any withdrawn students who were eligible for federal student aid. Similarly, the International Student Office shall be notified when an international student has withdrawn.

Handling of Official Withdrawal Forms

All forms submitted by a student to the NAU Registrar's Office are scanned and then filed electronically and physically. Physical files are securely stored in the NAU Registrar's Office Records Room. As with all student related documents, FERPA regulations apply.

4. Who Should Read This Policy

- Students
- Department Chairs
- Advisors
- Financial Aid Office
- International Student Office
- Business Office
- Student Success Coordinator

5. Related Documents and References

- Academic Catalog
- Official Withdrawal Form



Official Withdrawal Form

Student Name		Date
Student Number	Classification (Freshman, Sophomore, etc)	Last date of attendance
Telephone Number	Email	
Forwarding Mailing Address		

1. Do you plan on returning to NAU? YES NO 2. If you plan on returning, when do you plan on returning? _____

3. What is your reason for withdrawal?

<input type="checkbox"/>	Transferring to another institution	<input type="checkbox"/>	Visa issues
<input type="checkbox"/>	Got a job offer in my area of study	<input type="checkbox"/>	Personal issues
<input type="checkbox"/>	Military	<input type="checkbox"/>	Got a job offer outside my area of study
<input type="checkbox"/>	Health reasons	<input type="checkbox"/>	Other: (please elaborate below)
<input type="checkbox"/>	Financial Difficulties	<input type="checkbox"/>	

It is highly encouraged that students visit their advisors, the Financial Aid and Scholarship offices and The Business Office prior to withdrawal. Students should make note of the following:

STUDENTS RECEIVING FINANCIAL AID – Students who withdrawal from classes may owe financial aid back to the University based on federal regulations that require a refund calculation to determine the Federal Title IV Funds earned. Any future financial aid may be canceled. If a student withdraws prior to the Official Reporting Day of a term, all state and institutional aid will be canceled and the student will owe this to the University. Withdrawing from classes impacts Satisfactory Academic Progress standing and may cause a student to lose future financial aid eligibility. Students receiving a University scholarship may lose scholarship eligibility.

INTERNATIONAL STUDENTS HOLDING F-1 OR J-1 STUDENT VISAS – Federal regulations require students who received visas to study at the University to fulfill certain obligations and that by withdrawing from school, a student’s visa status may be in jeopardy. All F-1 and J-1 students should speak with the ISO prior to withdrawing.

STUDENT HOUSING – Students who withdraw from the University are not automatically relieved of financial obligations to the Housing Department. All students residing in housing should consult their housing contract prior to withdrawing.

MEAL PLANS – Students who withdraw from the University are not automatically relieved of financial obligations in regards to their Meal Plan. All students who are currently signed up for a meal plan should consult their meal plan agreement prior to withdrawing.

THE UNIVERSITY DOES NOT ASSUME RESPONSIBILITY FOR LOST OR REDUCED REFUNDS, LOSS OF FINANCIAL AID OR OTHER ENTITLEMENTS IF YOU FAIL TO SEEK ADVISMENT FROM THE APPROPRIATE OFFICES.

I, the undersigned, understand that a withdrawal from classes may have various academic implications including my degree plan, course requirements, prerequisites and other college policies. For more information, I will consult with my academic advisor directly.

I understand that I may have an outstanding balance which, if unpaid will prevent me from future enrollment, ordering transcripts or utilizing other university services until paid in full. I understand that additional fees may be applied to any unpaid balance.

I further understand that my withdrawal from all classes is effective the date this form is processed and my partial refund, if any, will be calculated based on that effective date and in accordance with the published refund schedule. Any forms faxed outside business hours, during weekends or holidays will be processed and effective the next business day.

I further understand that I am dropping **ALL** classes and withdrawing from the University.

Student Signature	Date
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