

Withdrawal without Financial Clearance

Original Implementation: October 26, 1978

Last Revision: January 26, 2016

When students graduate, withdraw or otherwise leave the university, they must clear their financial obligations, return university property and settle other financial matters with the university. Students failing to fulfill these obligations will be subject to sanctions until such time as the financial obligations are cleared. Sanctions will be imposed when a student does not return university property or is otherwise indebted to the university. Upon graduation or withdrawal, the university will apply the student's general deposit to any unpaid obligations on his/her business office student account. If the general deposit is sufficient to cover these obligations, no sanction will be imposed.

SANCTIONS:

1. The student will not be permitted to register for classes.
2. The student will not be eligible to receive an official transcript of academic work completed.

PROCEDURES FOR IMPLEMENTATION:

When a student withdraws, notification will be sent by the registrar to:

- a. The dean of the appropriate academic college,
- b. The business office,
- c. The financial aid office,
- d. The housing office and
- e. The Ralph W. Steen Library.

Each department in which the student has a financial obligation requiring the imposition of sanctions will either notify the business office, citing the nature of the financial obligation, or will place a registration and transcript hold on the student's record. It will be the student's responsibility to contact the appropriate office to clear his/her record. These offices will then release the hold or notify the registrar's office once the financial obligation has been resolved.

The university will impose sanctions specified in the policy until the student's financial obligations are cleared. Delinquent accounts will be handled in accordance with the university's policies and procedures.

Cross Reference: Student Accounts Receivable (3.28)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller, Registrar

Forms: None

Board Committee Assignment: Finance and Audit