Withdrawal Without Financial Clearance

Original Implementation: October 26, 1978
Last Revision: January 29, 2013

When students graduate, withdraw or otherwise leave the university, they must clear their financial record, 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 record is cleared. Sanctions will be imposed when a student does not return university property or is otherwise indebted to the university beyond a minimal amount established by university administration for unpaid fines, etc. 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 re-enroll.
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 deficiency requiring the imposition of sanctions will either notify the business office, citing the nature of the deficiency, 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 deficiency has been resolved.

The registrar will impose sanctions specified in the policy until the student's record is cleared.

Cross Reference: General Bulletin, Graduate Bulletin
Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller, Registrar

Forms: None

Board Committee Assignment: Finance and Audit