

ADMINISTRATIVE PROCEDURE MANUAL		
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Purpose

The purpose of this procedure is to describe the process a student will follow to officially withdraw from the institution and/or in which the administration will withdraw the student from the institution. This procedure also outlines the review process for Title IV aid as it relates to a student's withdrawal. This procedure will be published in the student handbook and the College Catalog.

Procedure

- A. Student Initiated Institutional Withdrawal: The student may withdraw from the institution by following an online process or by written request.
 1. If the institutional withdrawal is completed before the course withdrawal deadline for classes, the "W" grade will be posted to those classes.
 2. If the institutional withdrawal occurs after the withdrawal deadline for one or more courses, the student will receive the grade assigned by the faculty member.
 3. To gain re-admission to the college, the student who initiates institutional withdrawal must meet with an advisor prior to course registration to validate primary program of study, develop an academic plan, and identify strategies to support the student's academic success.
 4. Institutional withdrawal will initiate a return to Title IV financial aid review process described below.

- B. Administrative Withdrawal: A student may be administratively withdrawn for failure to satisfy financial obligations, for non-compliance with Florida statutes and rules, for non-enrollment over three consecutive semesters or for Florida State College at Jacksonville (FSCJ) policies and procedures related to student behavior and conduct. If a student is administratively withdrawn, their records will be placed on hold and they will receive a grade of "W" for all course work attempted and may only be readmitted according to the appropriate policy.

- C. Title IV review process
 1. If a student withdraws or stops attending all their classes, they may be responsible for a portion of the charges they've incurred, which is calculated based on the last date of attendance reported for them by their instructors.

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2. The last date of attendance will be determined as the later of either the date the student officially withdraws from the institution, the date the student withdraws from a class or the last date of attendance recorded by a faculty member issuing an FN grade. In the case of multiple dates, the latest date of academic participation recorded will be used. The last date of attendance for students enrolled in distance learning classes will be identified by the instructor based upon the last active participation in the course. Simply logging into the course is not considered academic participation. Active participation includes behaviors such as participation in a discussion thread, completing an assignment or taking a test.
3. The Office of Financial Aid will receive a report once per month or more frequently of students who have totally withdrawn through either the student-initiated process or as a result of grades.
4. The Office of Financial Aid will calculate the student's responsibility to return any form of financial aid according to federal, state, institutional or other applicable regulations.
5. In the case of a reduced award, the Office of Financial Aid will notify the student and the Bursar of the reduced award.
6. The Bursar will calculate debt if any to be returned to the college and will post the debt to the student account.
7. The Office of Financial Aid will be responsible for returning Title IV funding to the federal programs in the following order:
 - a. Unsubsidized Stafford Loan
 - b. Subsidized Stafford Loan
 - c. PLUS Loan
 - d. Pell Grant
 - e. Supplemental Education Opportunity Grant (SEOG)
8. Once a student has completed 60% or more, of the enrollment period, the student has earned 100% of the aid eligibility.

REFERENCES: F.S. 1001.02, 1001.64, 1001.65, SBE Rule 6A-14.0301

Adopted Date: May 28, 2013

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Examples of Return of Title IV Funds (R2T4) Calculations

	Student Withdraws Before Completing 60% of enrollment period	Student Withdraws After Completing 60% of enrollment period
	<ul style="list-style-type: none"> Enrolled in fall term 8/27/12 thru 12/14/12 Registered 12 credits Stop Attending ALL classes 10/25/12 	<ul style="list-style-type: none"> Enrolled in fall term 8/27/12 thru 12/4/12 Registered 12 credits Complete full term
BEFORE R2T4 CALCULATION:		
Tuition Charges on Account	\$1485.00	\$1485.00
Pell Grant Received	(\$2775)	(\$2775)
Direct Loans Received	(\$5198)	(\$5198)
Total Financial Aid Received	(\$7973)	(\$7973)
Refund to Student	\$6488	\$6488
Balance Before R2T4 Processed	\$0	\$0
AFTER R2T4 CALCULATION:		
Aid Earned	54.5% (7973 x 54.5%=4345.29)	100%
Aid Unearned	45.5% (7973 -4345.29 = 3627.71)	0%
Amount of Aid Not Earned	\$2952.03 (3627.71-675.68)	\$0
Amount of Charges Not Earned	\$675.68 (1485 x 45.5%)	\$0
Amount of Aid Not Earned Due From School	\$675.68	\$0
Returned to Direct Loan Program	\$675.68	\$0
Returned to Pell Grant Program	\$0	\$0
Student Owes After R2T4 Calculation	\$675.68	\$0