

DRAFT

NIAGARA UNIVERSITY	POLICY	Date: 02/20/06	No. P-
		Replaces: New	

SUBJECT: ADMINISTRATIVELY WITHDRAWING STUDENTS

COVERAGE:

All registered undergraduate and graduate students for the fall and spring semesters.

OBJECTIVE:

To insure compliance with reporting the accurate enrollment status for undergraduate and graduate students to the National Student Loan Clearinghouse and SEVIS; to distribute and refund title IV financial aid; and, compile accurate accounts receivable, students who have never attended may be administratively withdrawn from NU.

POLICY:

Instructors will report non-attending students to the Records Office at the end of the drop/add period. The Records office will conduct an analysis to determine if a student has never attended and if true, the student will be withdrawn.

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RESPONSIBILITY

ACTION

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| Records | <ul style="list-style-type: none"> * Produces and distributes class rosters at the end of the drop/add period. This is accompanied with an instruction memo stating that students who have never attended should be reported. |
| Instructors | <ul style="list-style-type: none"> * Return 'request to report non-attending students' to records by the stated due date. |
| Records | <ul style="list-style-type: none"> * Conduct analysis of returned requests. * If a student appears on a roster as not attending and appears on another section of that class as attending but not registered, the appropriate dean's office will be notified to process a drop/add form. * If a student appears on a rosters as attending but not registered, the appropriate dean's office will be notified for the processing of an add slip. * If a student is identified as never attending multiple classes, Records will check with: student accounts, housing (if applicable), food service (if applicable), and financial aid to determine whether the student is in attendance. If it is determined that the student has never attended, a phone contact with the student will be attempted by Records. If in 2 days |

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there is no response, a certified letter will be mailed to the home address on file stating that within 5 days the student will be withdrawn administratively if the student does not contact the Records Office.

- * The student will be withdrawn using the end of the previous semester as the last date of attendance. A withdrawal code of 'AW' will be assigned.