



Medical College of Georgia

Academic, Research, and
Student Affairs
Policy Library

Student Withdrawal Policy

Policy 4.16

Volume 4 Enrollment
Management
Chapter 16 Student Withdrawal
Policy

Responsible Office: Registrar
Originally issued: Dec. 2002
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Policy Statement

The Medical College of Georgia requires students to withdraw from the institution if they will not be enrolled in classes. Students who stop attending during the semester, but will return the very next semester, are not required to withdraw from the institution. This policy applies when the withdrawal is initiated by either the student or a faculty or staff member acting on behalf of the institution.

Reason For Policy

This policy serves to keep the Medical College of Georgia compliant with the Board of Regents, Department of Education, and Title IV funding regulations.

Entities Affected By This Policy

Students who wish to withdraw from the Medical College of Georgia should follow this policy. Faculty and staff who assist students who wish to withdraw or if the student is being administratively withdrawn should follow this policy. Staff in the Registrar's Office, Student Financial Aid Office, and the Accounts Receivable Office should follow this policy.

Who Should Read This Policy

Students, faculty and staff in the advising department, and staff in the Offices of the Registrar, Financial Aid, and Accounts Receivable should follow this policy and use this policy to ensure that the Medical College of Georgia stays compliant with the institution, Board of Regents, and state and federal laws in conjunction with student withdrawals.

Contacts

Contact	Phone	e-mail/URL
Office of the Registrar	706-721-2201	http://www.mcg.edu/students/Registrar/registrar@mcg.edu
Office of Student Financial Aid	706-721-4901	http://www.mcg.edu/students/financialaid/financialaid@mcg.edu
Cashier's Office	706-721-2926	http://www.mcg.edu/comptroller/cashiers/cashiers_office@mcg.edu

Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p416.pdf>

Related Documents

- MCG Financial Aid Return of Title IV Funds:
<http://www.mcg.edu/students/finaid/PDF/t4ip.pdf>
MCG Academic Regulations:
<http://www.mcg.edu/students/Registrar/regulations/withdrawal.html>
Board of Regents Policy Manual, section 704.05 Refunds:
<http://www.usg.edu/regents/policymanual/700.phtml>
Board of Regents Academic Affairs Handbook, Section 2.05 Grading System:
<http://www.usg.edu/academics/handbook/section2/2.05.phtml>

Definitions

These definitions apply to these terms as they are used in this policy.

Voluntary Withdrawal	A student-initiated withdrawal.
Administrative Withdrawal	Any withdrawal initiated by the institution. Administrative Withdrawals include dismissal for academic reasons and dismissal for non-compliance (e.g., non-payment of tuition and/or fees, delinquent immunizations, provisional enrollment violation).
Enrolled	Students who are registered and attending classes.
Active	Students who are eligible to enroll in classes.
Withdrawal Form	The form that is required to be submitted to the Registrar's Office for a student to be considered withdrawn from the institution.
Return of Title IV Funds	Government-issued funds for the purpose of tuition and fee payment that the institution must return to the government on the student's behalf.

Overview

The policy is to set guidelines for handling student withdrawals in a timely and efficient manner and to ensure that all institutional personnel and students have access to this information as needed. The policy ensures that every unit involved in the withdrawal process executes its responsibility to the fullest and upholds its policies and those of the Board of Regents and the Federal laws associated with student withdrawal.

Process/Procedures

1. For purposes of this policy, any termination of a student's enrollment other than graduation will be considered a withdrawal from the institution.
2. Students are encouraged to discuss their withdrawal with faculty and others; however the only step a student must take to initiate a withdrawal is to provide official notice to the designated office within their school.
 - Allied Health Sciences – Dean or Associate Dean
 - Dentistry – Associate Dean for Admissions, Student Affairs & Alumni
 - Graduate Studies – Dean
 - Medicine – Associate Dean Student Affairs

- Nursing – Assistant Dean for Student Affairs (Graduate nursing students should provide official notice to the Assistant Dean for Student Affairs in the School of Nursing)

Faculty and staff in all other areas must refer any student who expresses an unequivocal intent to withdraw to the designated office in their school.

3. The authority to withdraw a student for disciplinary, academic, or other appropriate reasons resides with the dean of the school in which the student is enrolled. The dean may delegate this authority to one or more individuals within the school. Any withdrawal initiated by the dean or his/her designee shall be considered an administrative withdrawal. Students who are withdrawn as the result of disciplinary, academic, or other reasons may appeal the withdrawal. During the appeal process, students may or may not be allowed to attend courses at the discretion of the dean or his/her designee. In the case of an appeal, the student's withdrawal date will be the last date of participation in academic activities.
4. The authority to withdraw a student for failure to comply with selected administrative policies and procedures rests with the Registrar. The Registrar may administratively withdraw a student for failure to pay tuition and fees, failure to meet the conditions of a provisional acceptance, failure to meet institutional requirements for immunizations, or failure to comply with other policies or regulations for continued enrollment. Any withdrawal initiated by the Registrar shall be considered an administrative withdrawal. Students who are withdrawn by the Registrar may only be re-admitted when they provide documentation that they have complied with the administrative policy in question.
5. When any faculty or staff member determines that a student has stopped attending without giving official notice, they should notify the designated office (see item #2 above) in the student's school within two business days. The school's designated office must then provide a completed Withdrawal Form to the Office of the Registrar within two business days of the date they received notice that a student has stopped attending without giving official notice.
6. All withdrawing students must be cleared by the offices listed on the bottom of the Withdrawal Form.
7. Students who wish to rescind their official notice of withdrawal may do so only with the permission of the appropriate school official (see item #2 above). The designated school official will provide written notice to the Office of the Registrar to reinstate the student as soon as possible, but within two business days, and the Registrar will notify all other appropriate campus offices.
8. A completed Withdrawal Form must be submitted to the Office of the Registrar for any student withdrawal including administrative withdrawals for academic, disciplinary, or other appropriate reasons. For administrative withdrawals, the Withdrawal Form must be submitted to the Registrar within two business days of the time the student ceases participation in the academic activities of the institution.
9. The Medical College of Georgia will comply with all stipulations and requirements for the awarding of Title IV student financial aid funds to

students at MCG. Upon the withdrawal of a student, MCG practices and procedures for the return of Title IV funds will be initiated in order to ensure complete and total compliance with federal regulations. In the event that a student is a recipient of Title IV funds and an unearned portion of those Title IV funds must be returned to a lender or other entity upon the student's withdrawal, all offices involved in the withdrawal, the evaluation of the student's Title IV status, and the return of Title IV funds will take timely and immediate actions to ensure institutional compliance with federal regulations. The authority to determine a student's withdrawal date, and the date of the institution's determination that the student withdrew, rests with the Office of the Registrar.

10. With the approval of the appropriate school or departmental officials, students may drop individual courses. Students may not, however, drop all of their courses. Any student who wishes to drop all of his or her courses will cease to be enrolled and must withdraw from the institution.
11. Students who maintain a withdrawn status for more than three terms must re-apply for admission by submitting the appropriate application for admission as a first time student and follow standard admissions procedures. Exceptions to this requirement may be made by the dean of the school in which the student was enrolled. No withdrawn student will be allowed to re-enroll in the program from which he or she withdrew unless the dean or his or her designee provides written permission for the student to re-enroll and a completed reactivation form.
12. Student status is reported to the National Student Loan Clearinghouse and subsequently to the National Student Loan Data System (NSLDS).

Responsibilities

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 4.16, Student Withdrawal Policy, are:

Student wishing to withdraw	Notify Advising Department
Advising Department	Counsel student and complete withdrawal form and forward to appropriate Dean/Associate Dean listed above in item #2.
Dean/Vice Dean/Associate Dean	Forward completed withdrawal form to Registrar's Office within 48 hours of receipt
Office of the Registrar	Complete withdrawal review and Banner processing
Office of Financial Aid	Complete financial aid review and Banner processing
Accounts Receivable	Complete final account review and Banner/Refund/Collections processing

Forms

Withdrawal Form:

<https://my.mcg.edu/portal/page/portal/forms/enrollmentmanagement/Registrar/WithdrawalForm13008.rtf>

Student Reactivation Form:

http://www.mcg.edu/students/Registrar/Reactivation_Form_09.rtf