Policy: Unofficial Withdrawals

Policy Statement

The College of Coastal Georgia will process Unofficial Withdrawals in accordance with the Code of Federal Regulations

Reason for Policy

The purpose of this policy is to clarify the College’s unofficial withdrawal process to ensure complete adherence with the requirements of 34 Code of Federal Regulation (CFR) Section 668.22.

Entities Affected By This Policy

This is an institutional responsibility; however, the offices that are affected include Financial Aid, Bursar and the Registrar.

Who Should Read This Policy

All members of the Office of Financial Aid, Office of the Registrar, Office of the Bursar, Faculty, Staff, and all students.

Contacts

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
<th>E-Mail</th>
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<tbody>
<tr>
<td>Financial Aid Office</td>
<td>(912) 279-5722</td>
<td><a href="mailto:Finaid@ccga.edu">Finaid@ccga.edu</a></td>
</tr>
<tr>
<td>Bursar Office</td>
<td>(912) 279-5746</td>
<td><a href="mailto:Bursar@ccga.edu">Bursar@ccga.edu</a></td>
</tr>
<tr>
<td>Registrar Office</td>
<td>(912) 279-5738</td>
<td><a href="mailto:Registrar@ccga.edu">Registrar@ccga.edu</a></td>
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Website Address for This Policy

http://www.ccga.edu/Policy/StudentAffairsPolicies.asp

Related Documents/Resources
Definitions

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

- **Last Date of Attendance (LDA):** For schools not required to take attendance the LDA can be either the date the student submitted his/her last assignment or test; the last attendance at an academically related activity; or for online classes, the last date the student logged in.

- **Unofficial Withdrawal:** Defined as the last day the student notified school officials that he/she will not be attending classes any more or by receiving a grade of F or W at the end of the term because the student stopped attending class at some point and failed to complete the official withdrawal process with the College.

Overview

If a student earns a passing grade in one or more of his/her classes offered over an entire semester, for that class in question, an institution may presume that the student completed the course and thus completed the period. If a student who began a class and has not officially withdrawn and fails to earn a passing grade in all courses offered over an entire period, then institution must assume, for Title IV purposes, that the student has unofficially withdrawn, unless the institution can document that the student completed the semester.

College of Coastal Georgia uses a “Last Date of Attendance” policy which mandates a professor awarding a grade of F and provide a “Last Date of Attendance” which serves as documentation as to whether the student completed the class. The procedures for Unofficial Withdrawal processing are below:
• After notification from the Registrar’s Office, a report is run by the Financial Aid Office to determine students who have earned no credit for the term;
• Financial Aid reviews the list to determine which students should be withdrawn based on the Last Date Of Attendance provided by the faculty member;
• Students whose names are on this list generated by the Office of Financial Aid and who are enrolled in eCore Classes will have their information forwarded to eCore to provide the Last Day of Attendance – as verified by the last date the student logged into the class;
• The final list is then forwarded to the Office of the Registrar and the Bursar to be withdrawn from the classes and for the Return to Title IV calculation to be performed, if necessary.