



California University of Pennsylvania

POLICY: Unofficial Withdrawals and Grading

A. Purpose & Scope:

To describe the process and procedure for determining whether a student who began attendance and received or could have received an initial disbursement of Title IV funds unofficially withdrew from all courses (ceased attendance without providing official notification or expressed intent to withdraw) during a payment period or period of enrollment, as applicable.

HEA, Section 484B, 34 CFR 668.22(j)(2) the Code of Federal Regulations derived from the Higher Education Act requires that a school have a mechanism in place for identifying and resolving instances where a student's attendance through the end of the period cannot be confirmed. That is, institutions are expected to have procedures for determining when a student's absence is an unofficial withdrawal from all courses. The school must make that determination as soon as possible, but no later than 45 days after the end of the earlier of: 1. the payment period or period of enrollment, as applicable; 2. the academic year; or 3. the program.

B. Definition(s):

Fail (F): Grade awarded to students who complete the course but fail to achieve the course objectives.

Unofficial Withdrawal (UW): Grade awarded to students who did not officially withdraw from the course. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible.

C. Policy

A student who received a passing or failing grade would be considered to have completed the course and would not be treated as an unofficial withdrawal. A student who did not receive a passing or failing grade would be considered an unofficial withdrawal.

Students who completed the course but who failed to achieve the course objectives are awarded a grade of "F." Students who did not officially withdraw from the course but who, in the opinion of the instructor, failed to provide sufficient evidence for evaluation of academic performance are awarded a grade of "UW."

D. Procedure

For a student who is assigned a grade of "UW" the instructor records the last day of attendance in VIP in the date of last attendance column.

California University of Pennsylvania does not require attendance to be recorded. The University makes the best attempt to document the student's last date of attendance at an academically related activity and when unsuccessful defaults to using the student's last date of attendance at the midpoint of the period as the withdrawal date.

At the end of each term (summer, fall and spring) Academic Records and the School of Graduate Studies & Research will identify and review all students who have a term 0.0 GPA and who have been assigned all "UW" grades for that term.

Academic Records and School of Graduate Studies & Research will place an administrative hold on these accounts and send written notification to the student's permanent address explaining that the university considers the student to be unofficially withdrawn and that they are not permitted to enroll in future terms until contacting Academic Records or the School of Graduate Studies and Research. When sending such notifications, the Offices of Financial Aid and Bursar will be included and receive a copy of the correspondence.

At the end of each term and after notification occurs, Financial Aid will run a report of all students who receive financial aid that are assigned all "UW" grades and the student's last date of attendance. If the instructor does not provide a date of last attendance, then the mid-point date should be provided. Within 45 calendar days of the end of the term, Financial Aid will calculate Return of Title IV aid and return Title IV aid as mandated by federal regulation.

After Financial Aid calculates the Return of Title IV aid and returns funding, Financial Aid notifies the Registrar's Office of students' last dates of attendance if it is less than 60% of the term so that the Registrar's Office can notify the Clearinghouse. Financial Aid will also notify the Bursar's Office of the students' last dates of attendance if it is less than 60% of the term so that the Bursar's Office can mail a bill if an unpaid balance is created after the return of Title IV funding.

E. Effective date: 2011-2012