

VERMONT TECH

Manual of Policy and Procedures

<i>Title:</i> Student Withdrawal Process	<i>Number:</i> T 317	<i>Page(s):</i> 2
	<i>Date:</i> July 2009	

PURPOSE

To streamline and simplify the withdrawal process and better serve student needs.

- a. To determine whether the withdrawal is necessary.
- b. To find and document stated and additional unstated reasons for withdrawal.
- c. To explain student loan procedures and responsibilities.
- d. To reclaim identification cards, room and mailbox keys, books and other college property.
- e. To improve retention and re-enrollments.
- f. To improve service and efficiency.

SCOPE

This policy applies to matriculated students withdrawing from the institution

PROCEDURES

- a. Students who plan to withdraw should meet with their advisor or department chair and complete the written withdrawal checklist/form.
- b. An exit interview will normally be conducted in person by Financial Aid or a designated exit interviewer, but may be accomplished by phone or mail when necessary. An exit questionnaire will be used in this process.

RESPONSIBILITY

- a. It is the responsibility of a student who intends to withdraw to:
 - i. Notify the Office of the Registrar in writing, forms are available in the office.
 - ii. Notify Financial Aid to arrange for an exit interview.
 - iii. Check out of residence hall room (residential students).
 - iv. Return student identification cards, keys, and other college property, and satisfy financial obligations with the Business Office
- b. It is the responsibility of the Financial Aid to:
 - i. Conduct and record exit interviews and have the student complete the exit interview questionnaire.
 - ii. Discuss with the student the separation process.

- iii. Forward mailings to students that are found to have withdrawn without completing the exit interview.
- c. It is the responsibility of Office of the Registrar to:
 - i. Provide checklist/form for student withdrawal.
 - ii. Maintain records of withdrawals.
 - iii. Inform Deans, faculty, advisors and staff agencies of withdrawals.
- d. It is the responsibility of Residential Life to:
 - i. Reclaim the student room and mailbox keys, and other property that may have not been previously returned.
 - ii. Conduct room inspection and checkout for residential students.
- e. It is the responsibility of Business Office to:
 - i. Reclaim student identification cards, room and mailbox keys and other property that may have not been previously returned.
 - ii. Ensure that students have satisfied housing and contractual requirements prior to leaving.
- iii. Advise the student with respect to financial obligations and other pertinent matters.

POLICY MODIFICATION HISTORY

- I. The following dates reflect chronological changes made to this policy which are henceforth considered depreciated.
 - a) May 4, 2005
 - b) July 2009

Signed By:  Patricia Moulton President
