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

II. Scope

III. This policy applies to matriculated students withdrawing from the institution

IV. 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.

VI. 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 Forward mailings to students that are found to have withdrawn without completing the exit interview.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.