

## WITHDRAWALS / RETURN OF TITLE IV FUNDS (R2T4)

Students who receive financial aid must successfully complete the term(s) for which financial aid is received. Withdrawals can affect students' current and future financial aid eligibility, as well as students' personal finances.

The [Higher Education Amendments of 1998](#) defines withdrawal as failure to complete the period of attendance on which federal aid eligibility was based. Therefore, this policy affects not only those individuals who complete the formal withdrawal notification process, but also those students who simply stop attending classes.

Student should review the following information in advance of deciding to withdraw from the University.

### Types of Withdrawals

For financial aid purposes, there are two types of withdrawals: Official and Unofficial.

Official withdrawal involves leaving the University by dropping all classes for the term.

Unofficial withdrawals occur when a student receives all failing (F) grades or a combination of fail (F) and withdraw (W) grades for the term.

When determining the withdrawal date for an unofficial withdrawal, the last date of an academic related activity might be used. Examples of UD academic-related activities include, but are not limited to, physically attending a class where there is an opportunity for direct interaction between the instructor and students. Following are some examples of what is considered acceptable and non-acceptable academic related activities:

#### **Acceptable**

- Exams, quizzes, or tutorials
- Computer-assisted instruction
- Completion of an academic assignment, paper or project
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course
- Required study group where attendance is taken

#### **Not Acceptable**

- Student's self-certification of attendance that is not supported by school documentation
- Verification of Enrollment form issued by the Registrar's Office
- Living in UD housing
- Participating in the school's meal plan
- Participating in academic counseling or advising

## University Withdrawal Policy

Students are responsible for all tuition and fee charges for classes not dropped before the end of the free drop/add period. Students withdrawing for medical reasons may be entitled to a partial tuition rebate, depending on the number of weeks completed in the term. Medical withdrawals require approval by the Dean of Students Office. Please visit the [Academic Catalog](#), as noted below, for additional information on UD's withdrawal policy and procedures.

## The Committee on Undergraduate Records and Certification (CURC)

CURC is a committee comprised of Faculty members from each of the University's colleges. The committee meets monthly to review requests for changes to the academic record from students who have experienced academic difficulty because of documented extenuating circumstances, including serious illness, chronic disability, serious family problems, and similar situations. CURC, at the request of the student, can approve requests for changes to the academic record, including such actions as retroactive withdrawal (typically for the entire term affected) and change of grade status (Pass/Fail – Standard Grade – Auditor) – again, such actions requires [documentation](#) of extenuating circumstances. The student's assistant dean presents the petition and supporting documentation on the student's behalf, to CURC. If CURC approves a petition for a retroactive withdrawal the grades earned by the student, effective Fall 2018, their grades will be replaced with grades of "WA" (Withdrawn Administratively). These "grade forgiveness" changes are dated the day they are processed. The "WA" grade is different than the "W" grade that is placed on a student's record when the student uses the self-service withdrawal option available after the drop/add deadline and before the last day to make registration changes in the eighth week of a semester. **For Title IV purposes, Satisfactory Academic Progress (SAP), R2T4 return calculations and reporting to NSLDS must be made based on the student's earned grade prior to any CURC action.**

## **Academic Withdrawal from the University**

Undergraduates who wish to interrupt their studies for a fall or spring semester and still remain in their degree programs must request a Leave of Absence. Failure to do so will result in a discontinuation of the student's degree programs and an application for readmission will be required in order to re-enroll as a degree-seeking student. Students accepted for readmission will be held to the degree requirements in place at the time of readmission.

Students who withdraw from the University before the fall or spring semester begins or before the eighth week of class should submit the **Student Leave of Absence and Withdrawal Notification Form** through the Assistant Dean of the student's college or the Office of the Dean of Students. The Student Leave of Absence and Withdrawal Notification should be completed by any student who is transferring to another institution or does not intend to return to the University. After the eighth week of class, withdrawals and leaves require permission from the Assistant Dean of the student's college. To initiate this process, students should contact their college's assistant dean. The Assistant Dean's approval is granted only when non-academic extenuating circumstances exist, such as a serious illness or severe emotional crisis. Documentation by a physician or a counseling professional must be presented when requesting approval from the Assistant Dean. Approval will

not be given because of failing grades, circumstances resulting from a change in major or a student error in registration.

To learn more about withdrawal procedures, students should contact their college Assistant Dean or the Office of the Dean of Students, (302) 831-8939.

Students who withdraw from classes are not eligible for University scholarships and grants, and those will be removed from students' accounts. Students who return to UD after withdrawing from a semester may not be eligible for automatic renewal of University grants and scholarship aid but may have to appeal to have it reinstated.

### [Return of Federal Title IV Financial Aid](#)

Special refund provisions apply for students who withdraw after receiving financial aid for a specific term of enrollment from any of the following [Title IV programs](#):

- Federal Pell Grant
- Federal Iraq & Afghanistan Service Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Teacher Education Assistance for College and Higher Education Grants (TEACH)
- Federal Work-Study (FWS)
- Federal Perkins Loan
- Federal Direct Subsidized and/or Unsubsidized Loan
- Federal PLUS Loan (Undergraduate and Graduate)
- Other Title IV programs

Changes to enrollment, including termination through official withdrawal, can cause adjustments to the above [Title IV federal financial aid](#) funds. Federal regulations mandate that the Title IV aid of students who withdraw be reviewed for any possible adjustments. If the University determines students did not earn all of their financial aid, the University is required to return the unearned portion back to the federal aid programs.

Eligibility is based on the cost of education for any individual semester (or special session) to which federal aid is applied, and it is contingent upon students completing that term. The actual percentage of aid students earn is based on the date of withdrawal divided by the total number of days in the session. Students who complete at least 60% of the calendar days in any given term will be determined to have earned 100% of their Title IV aid eligibility. Anything less than 60% may result in returning federal aid to the government.

Students are required to adhere to the University's official withdrawal policy when terminating their enrollment prior to the end of a given term. Failure to officially withdraw can result in the cancellation of any federal financial aid funds previously awarded that term.

Note that any federal aid returned to the government may result in balances due on the student accounts, and it is the student's responsibility to make sure the bill is addressed in a timely manner.

### [Post-Withdrawal Disbursement \(PWD\)](#)

In compliance with federal regulations, an evaluation will be done to determine if all eligible aid had been disbursed (or paid) to the student's accounts as of the withdrawal date. If not, and the students meet the federal criteria for a PWD, the students will be notified of eligibility within 30 days of determining dates of withdrawal. After being notified of PWD eligibility, students must reply if they wish to accept the post withdrawal disbursement. PWDs would first be used toward any outstanding charges before any funds are returned to students. If no responses are received within approximately two weeks of notification, the awards will be canceled.