

Advising Office Actions for the Petition for Withdrawal with Approved Excuse

A. Processing Scenarios for Advising Office:

1. Same Semester/Routine request prior to ninth week:
 - a. If non-medical, student completes Page 1 of Petition for Withdrawal with Approved Excuse and provides supporting documentation, or if medical, completes Pages 1 and 2, and asks medical provider to complete Page 3.
 - b. Advising Office confirms Last Day of Attendance (LDA) maintaining instructors' verifications for any future audits.
 - i. If approved by Advising Director/Dean's Designee, Advising Office sends:
 1. Registration/Schedule Revision form signed by Dean's Designee;
 2. Advising Database note that confirms Last Day of Attendance (LDA), and
 3. A copy of Page 1 of Petition for Withdrawal with Approved Excuse to the Registrar's Office.
 - c. Registrar informs Advising Office of the date the petition is processed and sends information to Student Financial Services for Title IV analysis.
 - d. Page 1 and supporting documentation, if non medical and Pages 1, 2, and 3, if medical should be secured/scanned in the Advising Office in order to respond to audit requests in the future. (Medical documents should be stored securely—and separately from the student's academic records.)
 - e. If a Leave of Absence for the upcoming semester is appropriate, ask the student to complete the Leave of Absence Form.
2. Same Semester/Not Routine (any time after the Drop/add deadline of the semester):
 - a. If non-medical, student completes Page 1 of the Petition for Withdrawal with Approved Excuse and provides supporting documentation, or if medical, completes Pages 1 and 2, and asks medical provider to complete Page 3.
 - b. Advising Office meets with student to determine if Incomplete(s) are a better option for student, if after the ninth week.
 - i. If Withdrawal with Approved Excuse is a better option and petition is non-medical, the Advising Office sends the Tuition Review Committee (TRC):
 1. Registration/Schedule Revision form signed by Dean's Designee,
 2. Advising Database note that confirms the LDA maintaining instructors' verifications for any future audits,
 3. supporting documentation provided by the student, and
 4. Page 1 of the Petition for Withdrawal with Approved Excuse.
 - a. TRC will notify the Advising Office of the decision and will complete the process, if approved.

- ii. If Withdrawal with Approved Excuse is a better option and is medical, the Advising Office sends to the TRC:
 - 1. Registration/Schedule Revision form signed by Dean's Designee,
 - 2. Advising Database note that confirms the LDA maintaining instructors' verifications for any future audits,
 - 3. Page 1, 2, and 3 of the Petition for Withdrawal with Approved Excuse.
 - a. TRC will notify the Advising Office of the decision and will complete the process, if approved. (Registrar's Office will post the Medical Hold.)
 - c. Page 1 and supporting documentation, if non medical or Pages 1, 2, and 3, if medical should be secured/scanned in the Advising Office in order to respond to audit requests in the future.
 - d. If a Leave of Absence for the upcoming semester is appropriate, ask the student to complete the Leave of Absence Form.
3. If not in same semester and a grade has been assigned:
 - a. If non-medical, student completes Page 1 of Petition for Withdrawal with Approved Excuse and provides supporting documentation, or if medical, completes Pages 1 and 2, and asks medical provider to complete Page 3.
 - b. If the petition for Withdrawal with Approved Excuse is non-medical, the Advising Office sends to the TRC:
 - i. Registration/Schedule Revision form signed by Dean's Designee,
 - ii. Advising Database note that confirms the LDA using the email template, so instructors know to expect a grade change;
 - iii. supporting documentation provided by the student, and
 - iv. Page 1 of the Petition for Withdrawal with Approved Excuse.
 - a. TRC will notify the Advising Office of the decision and will complete the process with the Registrar's Office, if approved. Registrar will follow up with SFS for Title IV analysis if appropriate.
 - c. If the petition for Withdrawal with Approved Excuse is medical, the Advising Office sends TRC:
 - i. Registration/Schedule Revision form signed by Dean's Designee,
 - ii. Advising Database note that confirms last day of attendance confirms using email template, so instructors know to expect a grade change;
 - iii. supporting documentation provided by the student, and
 - iv. Page 1 and 3 of the Petition for Withdrawal with Approved Excuse.
 - a. TRC will notify the Advising Office of the decision and will complete the process with Registrar's Office, if approved. (Registrar's Office will post the Medical Hold and follow up with SFS for Title IV analysis if appropriate.)

- d. Page 1 and supporting documentation, if non medical or Pages 1, 2, and 3, if medical should be secured/scanned in the Advising Office in order to respond to audit requests in the future.

B. Processing Scenarios when students are returning from a Withdrawal with Approved Excuse:

- 1) Student returns the semester immediately following the semester when the Withdrawal with Approved Excuse was approved.
 - a) If non-medical, Advising Office does not need to take any action.
 - b) If medical, Advising Office must receive and review Medical Provider's Statement to Return (Page 4 of petition):
 - i) If Advising Office approves, advising office must send an email to the Registrar's Office to take down the Medical Hold from the student's record.
 - ii) If the Advising Office needs additional guidance before making a decision, the Advising Office will send Page 4 along with documentation provided to approve the withdrawal to the TRC committee for their input.
 - (1) If approved, TRC will ask the Registrar's Office to take down the Medical Hold.
- 2) Student returns in a semester not immediately following the semester when the Withdrawal with Approved Excuse was approved.
 - a) If non-medical and Leave of Absence is not on the student's record, Advising Office follows normal re-enrollment process.
 - b) If non-medical and Leave of Absence is on the student's record, no action is needed by the Advising Office.
 - c) If medical and Leave of Absence is not on the student's record, the Advising Office must receive and review the Medical Provider's Statement to Return (Page 4 of the petition):
 - i) If Advising Office approves, it must send an email to the Registrar's Office to take down the Medical Hold from the student's record as part of the re-enrollment application.
 - ii) If the Advising Office needs additional guidance before making a decision, the Advising Office will send Page 4 along with documentation provided to approve the withdrawal to the TRC committee for their input.
 - (1) If approved, TRC will inform the Advising Office. The Advising Office will request that the Registrar's Office take down the Medical Hold as part of the reenrollment process.
 - d) If medical and Leave of Absence is on the student's record, the Advising Office must receive and review the Medical Provider's Statement to Return (Page 4 of the petition):
 - i) If Advising Office approves, it must send an email to the Registrar's Office to take down the Medical Hold from the student's record.

- ii) If the Advising Office needs additional guidance before making a decision, the Advising Office will send Page 4 along with documentation provided to approve the withdrawal to the TRC committee for their input.
 - (1) If approved, TRC will inform the Advising Office. The Advising Office will request that the Registrar's Office take down the Medical Hold.