

## **Bastian, Sheila**

**From:** Dillingham-Evans, Donna  
**Sent:** Monday, May 12, 2008 5:35 PM  
**To:** Bell, Terry  
**Cc:** Lojko, Frank; Butler, York  
**Subject:** RE: Administrative Withdrawals

Thanks, Terry. We will take this to AC and start the process.

Donna DE

**From:** Bell, Terry  
**Sent:** Monday, May 12, 2008 4:29 PM  
**To:** Dillingham-Evans, Donna  
**Cc:** Lojko, Frank; Butler, York  
**Subject:** Administrative Withdrawals

Donna, here we go again. This seems like a topic that we have been discussing much longer than our "Rebel" issue. But every semester when I am checking grades I am reminded how dangerous our satisfactory progress policy is for our financial aid recipients.

I know that you more than familiar with the entire issue and that we talked a couple of months about the institutions "Administrative Withdrawal" policy.

When we changed to Banner, we took a second look at the old attendance voucher issues. As you recall, students were required to have teachers sign that the student had been in attendance for each class before they could pick up their financial aid. Banner processes made that much more difficult and it was a real problem for the students and the teachers. So we re-wrote our policy indicating that the institution had an administrative withdrawal policy that required instructors to drop students within the first 10 days if they had not attended.

At the end of the 2<sup>nd</sup> week, which is our "census" date, we lock our financial aid recipient's financial aid hours at the amount they are enrolled in at that time and because teachers should drop students for non attendance that was proof that they had began attendance. After that point, there awards stay the same and we then pick up problems when we run our end of semester processes. The new policy is based contingent upon the administrative withdrawal policy. A student's financial aid may pay across for 9 semester hours; then they drop a 3 credit hour class. Their award is automatically recalculated for a half time award. They may add the class back and the award goes back up. This process continues until we have reached our "census" date. At that time the awards no longer change. So if the award feed across for a class that a student never attends and the teacher does not do an administrative withdrawal, the student gets money that they are eligible for and the institution has an invalid financial aid award.

But many of our instructors do not drop for non attendance. Some don't believe in the policy; some may not even know about it. But whatever the reason, if we had an audit or a program review and they looked into this issue, we would have real problems.

When we attended NASFAA last summer, 2 of the top 10 audit findings revolved around Return of Title IV and documentation of attendance. So it could really have some serious financial and eligibility issues for our school.

So, what do we need? I think we need an administrative withdrawal policy that indicates that instructors must drop students for non attendance during the first 2 weeks of the semester. Currently it indicates that they may. Would the policy wording make the instructors all change? No but at least we would have a policy that indicates the institutions standards.

Maybe we could get together and talk about this more or you can give us some direction. I know that this is all a little confusing but it is an important policy for us.

5/13/2008