

AUSTIN COLLEGE
INSTITUTIONAL WITHDRAWAL POLICY
Effective 10/07/00

Steps when a student withdraws:

1. Austin College and/or student will determine the type of withdrawal
 - *Complete Withdrawal*

Leave campus with no intent to return – a student who later decides to return to Austin College must go through the readmission process.
 - *Withdrawal with intent to return (leave of absence)*
 - ⇒ Request must be in writing
 - ⇒ Leave cannot exceed 180 days in any 12-month period
 - ⇒ May allow more than one leave in 12 months as long as total days on leave do not exceed 180 days, in circumstances identified by the Family and Medical Leave Act (FMLA).
 - ⇒ Student has the option to return under the same Austin College *Bulletin* they originally enrolled under.
 - ⇒ Merit-based scholarship awarded upon entrance to Austin College would be held for student's return as long as they returned within the specified time frame from the date of withdrawal and left in good standing (gpa requirements were met, etc.); excluding Theatre, Music, Art and departmental scholarships.
2. Meet with the Vice President for Student Affairs and Athletics.
3. The student must complete the withdrawal application and submit it to the Vice President for Student Affairs and Athletics.
4. Date of withdrawal determined by:
 - Official notification from student: via telephone, via email or in person; or
 - Austin College can use a student's last date of attendance at an academic-related activity [668.22(b), (c), (j)(2)], excluding use of campus housing or meal plan.
5. Apply Return of Title IV Funds Policy, if applicable.
6. Apply Institutional Refund Policy, if applicable.

Administrative Withdrawal:

The college reserves the right to exclude, at any time, students whose conduct or academic standing it regards as unsatisfactory, without assigning any further reasons.

