



California Institute of Integral Studies

Student Withdrawal Procedure

- 1) To be compliant with Department of Education regulations, we must initiate the withdrawal proceedings the day the student communicates to a University official (faculty or staff) that they are withdrawing.
- 2) CIIS faculty and staff need to be trained such that if a student communicates an intention to withdraw that the student is directed to the Registrar's Office AND to notify the Registrar's Office themselves.
- 3) The Registrar's Office, if it receives such a notification from:
 - A) The student:

Will withdraw the student from their courses, notify the affected instructors, the Dean of Students, the Business Office, the Financial Aid Office, the Library, and, if an international student, the International Student Advisor.
 - B) A faculty or staff person:

Will notify the student (by e-mail, phone, and mail) that a withdrawal proceeding will be initiated in one week unless the Registrar's Office receives a response from the student that he or she does not intend to withdraw; if the student affirms the intention or doesn't communicate, the Registrar's Office will then withdraw the student from their courses, notify the affected instructors, the Dean of Students, the Business Office, the Financial Aid Office, the Library, and, if an international student, the International Student Advisor.
- 4) The Business Office, the Financial Aid Office, the Library, and the International Student Advisor will notify the student of any obligations they must meet.
- 5) The Dean of Students will contact the student and offer him or her an opportunity to state the reason for the decision.