

# Academic Statuses: Leaves / Withdrawals / Deferrals

THE CATHOLIC  
UNIVERSITY  
OF AMERICA



Office of  
Enrollment Services

# Agenda

- Definitions
- Policy
- Record Cancellation
- Deferral
- Academic Leave
- Withdrawal
- Non-Degree Students
- Financial Aid
- Refund Policy
- Reference Chart
- Questions

# Definitions

- Deferral

# Definitions

- Deferral
  - Delay of admit term for new students

# Definitions

- Academic Leave

# Definitions

- Academic Leave
  - An officially approved interruption of studies for degree or certificate students usually not longer than one academic year

# Definitions

- Term Withdrawal

# Definitions

- Term Withdrawal
  - Withdrawal from all courses in a given semester after the add/drop date (student will enroll again in a future semester)



# Definitions

- Permanent Withdrawal

# Definitions

- Permanent Withdrawal
  - Withdrawal from the University (student will not enroll in future terms)

# Policy

- [policies.cua.edu](http://policies.cua.edu)
  - Admission to Undergraduate Study (Deferral)  
<http://policies.cua.edu/enrollment/admissionfull.cfm#V>
  - Enrollment Policy (Continuous Enrollment)  
<http://policies.cua.edu/academicgrad/enrollgradfull2.cfm>  
<http://policies.cua.edu/academicundergrad/enrollundergradfull.cfm>
  - Change of Enrollment: Undergraduate and Graduate
    - Being updated; presentation based on new policy not yet online
  - Refund of Student Charges  
<http://policies.cua.edu/enrollment/refund/RefundStudentCharges.cfm>
- [financialaid.cua.edu/policies](http://financialaid.cua.edu/policies)
  - Satisfactory Academic Progress (Undergraduate)  
<http://financialaid.cua.edu/academic-progress-undergraduate.cfm>
  - Satisfactory Academic Progress (Graduate)  
<http://financialaid.cua.edu/academic-progress-graduate.cfm>

# Record Cancellation

- Program/plan records of non-enrolled students are cancelled in Cardinal Students after add/drop (WADM Process)

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees | Student Diploma

Cardinal, Stacy Lynn N. 2202982

Academic Career: Graduate Career Requirement Term Student Career Nbr: 0

Find | View All First 1 of 7 Last

Status:	Cancelled	Effective Sequence:	1
*Effective Date:	11/01/2018	Action Date:	11/27/2018
*Program Action:	WADM Administrative Withdrawal	Joint Prog Appr:	<input type="checkbox"/>
Action Reason:	FTR Failure to Register		
*Academic Institution:	CRDNL The Catholic Univ of America		
*Academic Program:	SRSG School of Theol & Rel Studies		
*Admit Term:	0951 Spr 1995		
Requirement Term:	0951 Spr 1995		
Expected Grad Term:	1251 Spr 2025		
Last Updated On:	06/14/2017 12:13:03PM		
By:	SPINATO		

Admissions

From Application  
Application Nbr:  
Application Program Nbr: 0

\*Campus: MAIN CUA

\*Academic Load: Full-Time

# Deferral

- New Students may request deferral if:
  - Their status in Cardinal Students is Active in Program
  - They are not enrolled in any classes or they were enrolled in classes but dropped before the end of the add/drop period
- Requests for deferral directed to the appropriate admissions office
  - Each admissions office enters deferral in Cardinal Students for non-matriculated students
  - Each admissions office sends a weekly list to Enrollment Services to process deferrals for matriculated students
  - Deferrals generally granted for no more than a year
- Program Action in Cardinal Students is DEFR

# Academic Leave

- Students may request academic leave if:
  - Their status in Cardinal Students is Active in Program
  - They are not enrolled in any classes or they were enrolled in classes but dropped before the end of the add/drop period
- Academic leave generally granted for no more than a year
- Undergraduate
  - <http://deanofstudents.cua.edu/faqs/timeaway.cfm>
  - Paper form must be completed and mailed/faxed/delivered to Dean of Students

# Academic Leave

- Graduate
  - <http://graduatestudies.cua.edu/AcademicLeaveandWithdrawals.cfm>
  - Online form requires log in using University Network username and password

The screenshot shows a web page titled "Dean of Graduate Studies". On the left, there is a section titled "Request for Leave" with the sub-heading "Request for Academic Leave / Withdrawal". Below this, it says "Please log in at right to place a leave request or check the status of your request". On the right side, there is a "Please log in" section. It contains a message: "Please use your CUA username and password to log in." Below this message are two input fields: "CUA Username" and "Password". Underneath the password field is a "Sign In" button. At the bottom of the login section, there is a link: "HELP WITH YOUR CUA PASSWORD" and a paragraph: "If you have forgotten your CUA password or your account is locked, please visit our password reset page."

Dean of Graduate Studies

## Request for Leave

**Request for Academic Leave / Withdrawal**

Please log in at right to place a leave request or check the status of your request

## Please log in

Please use your CUA username and password to log in.

CUA Username

Password

Sign In

HELP WITH YOUR CUA PASSWORD

If you have forgotten your CUA password or your account is locked, please visit our [password reset page](#).

Campus Address	<input type="text"/>
Home Address	<input type="text"/>
Home City	<input type="text"/>
Home State	<input type="text"/>
Home Zip	<input type="text"/>
Email Address	<input type="text"/>
Academic School	Architecture and Planning <input type="button" value="v"/>

**Requested Action**

**Academic leave:** *Student wishes to interrupt his/her studies for adequate reason such as prolonged ill health or military service. An academic leave may be requested prior to the first day of classes of the term for which the leave is to be effective and may be granted for a stated period. Select a one or two-semester absence from the dropdown below.*

Please select the term(s) you are requesting leave

**Extension of Academic Leave:** *Student may be granted an extension of his/her academic leave for a stated period, usually not to exceed one year. Select a one or two-semester extension from the dropdown below.*

Please select the term(s) you are requesting for extension

**Term withdrawal:** *Student wishes to temporarily withdraw from the university. A term withdrawal is for a student who drops all classes after the start of the term but who intends to register in the next term.*

**Permanent withdrawal:** *Student wishes permanent separation from the university with no intent to return.*

Please specify when you wish the withdrawal to be effective

To make changes in your registration status including withdrawing from the University, you MUST initiate the process by filling out this form. Please check with your school to determine if any addition requirements pertain to the action that you request. For permanent withdrawal, permission is not required but it is necessary to properly inform all the appropriate offices and individuals. Initiation of the withdrawal process also begins with this form. In addition, check with the dean of your school or department chair to determine if there are additional requirements such as a letter of resignation and/or an exit interview.

Are you an international student in F-1 or J-1 nonimmigrant visa status?

Reason / comments



# Academic Leave

- Graduate
  - Approval Routing academic dean, graduate studies, enrollment services

ID	Student	Action	Period	Created	School Dean Confirm	Grad Studies Confirm	Enroll Svcs Confirm	School Dean Deny	Grad Studies Deny	Enroll Svcs Deny	School	
2865		Academic Leave	Spring 2019	11/15/18							ARCH	Edit/Approve Delete

- If approved, leave posted in Cardinal Students by Enrollment Services
- Program Action in Cardinal Students is LEAV

# Term Withdrawal

- Students may request term withdrawal if:
  - They are enrolled in classes after the add/drop deadline
  - They withdraw from all classes after the add/drop deadline but before the last day to withdraw from classes deadline (receive W grades)
- NOTE: If the student has stopped attending classes during the time period above but has not yet withdrawn from classes in Cardinal Students, (s)he should be directed to submit the request with the effective date that the student last attended classes and to NOT withdraw from classes online after that date. If approved, Enrollment Services will withdraw the student from classes with the appropriate effective date

# Term Withdrawal

- Undergraduate
  - <http://deanofstudents.cua.edu/faqs/timeaway.cfm>
  - Paper form must be completed and mailed/faxed/delivered to Dean of Students
- Graduate
  - <http://graduatestudies.cua.edu/AcademicLeaveandWithdrawals.cfm>
  - Approval Routing: academic dean, graduate studies, enrollment services

ID	Student	Action	Period	Created	School Dean Confirm	Grad Studies Confirm	Enroll Svcs Confirm	School Dean Deny	Grad Studies Deny	Enroll Svcs Deny	School	
2858		Term Withdrawal		10/22/18					11/6/18		TRS	Edit/Approve Delete

- There is no coding on the program/plan page for Term Withdrawal

# Permanent Withdrawal

- Permanent Withdrawals may be processed at any time
  - Enrolled students who wish to permanently withdraw after the add/drop deadline but before the last day to withdraw from classes with W grades deadline will receive W grades
  - Enrolled students who wish to permanently withdraw after the last day to withdraw from classes with W grades but before the end of the term will have grades entered by the instructors as per the grading requirements of the classes
- NOTE: If the student has stopped attending classes during the time period above but has not yet withdrawn from classes in Cardinal Students, (s)he should be directed to submit the request with the effective date that the student last attended classes and to NOT withdraw from classes online after that date. If approved, Enrollment Services will withdraw the student from classes with the appropriate effective date

# Permanent Withdrawal

- Undergraduate
  - <http://deanofstudents.cua.edu/faqs/timeaway.cfm>
  - Paper form must be completed and mailed/faxed/delivered to Dean of Students
- Graduate
  - <http://graduatestudies.cua.edu/AcademicLeaveandWithdrawals.cfm>
  - Approval Routing: academic dean, graduate studies, enrollment services

ID	Student	Action	Period	Created	School Dean Confirm	Grad Studies Confirm	Enroll Svcs Confirm	School Dean Deny	Grad Studies Deny	Enroll Svcs Deny	School	
1077	██████████	Permanent Withdrawal		6/5/16				6/10/16	6/27/16		SSS	Edit/Approve Delete

- Program Action in Cardinal Students is WADM

# Non-Degree Students

- Academic Leave and Term Withdrawal are not available to non-degree students unless they are matriculated in certificate plans
- Continuous Enrollment rule also applies to certificate students

# Financial Aid

- Academic Leave and Term Withdrawal may have impact on students' financial aid eligibility
  - Students with federal aid must maintain satisfactory academic progress; W grades negatively impact SAP
  - The grace period for loan repayment starts counting for students on academic leave or withdrawal
    - For academic leave, the grace period begins with the last day of the last term in which the student was enrolled
    - For withdrawal, the grace period begins with the last day of attendance
  - Students should be encouraged to speak to a counselor in the Office of Student Financial Assistance before making the decision to take a leave or withdraw

# Refund of Student Charges Policy

- Policy is in effect for term and permanent withdrawal
- Advise students to refer to the policy before making the decision to withdraw

Drop Deadline	Amount Tuition Refunded	Amount Mandatory Fees Refunded	Amount Service/ Misc. Fees Refunded
End of Add Drop Period	100%	100%	0%
After last day of add/drop but by the end of the third week of classes	80%	0%	0%
After the end of the third week of classes but by the end of the fourth week of classes	50%	0%	0%
After the end of the fourth week of classes	0%	0%	0%



# Reference Chart – Type of Status Available

	<b>Deferral</b>	<b>Academic Leave</b>	<b>Term Withdrawal</b>	<b>Permanent Withdrawal</b>
New student not enrolled	X			X
New student dropped before end of add/drop	X			X
New student after add/drop but before W grade deadline			X	X
New student after W grade deadline				X
Continuing student not enrolled		X		X
Continuing student dropped before end of add/drop		X		X
Continuing student after add/drop but before W grade deadline			X	X
Continuing student after W grade deadline				X
Non-Degree student not enrolled	X			X
Non-Degree student dropped before end of add/drop				X
Non-Degree student after add/drop but before W grade deadline				X
Non-Degree student after W grade deadline				X

# Questions

