



WITHDRAWAL POLICY

Introduction

Columbia Central University (Columbia) is a university which is not required to take attendance. However, for the best academic achievement Columbia has made it a policy to take attendance. Starting from this premise, the Dismissal Policy is based, whether official or unofficial.

Applicability

This policy applies to all students enrolled in any academic program at the university, except those at the graduate level.

Definitions

Official Withdrawal - Withdrawal that is requested by the student from one or all courses.

Unofficial withdrawal - Withdrawal processed by the University since the student is absent from all classes for 14 consecutive calendar days without being excused.

Disposition

Official Discharges

They are those withdrawals that are processed through the student's request. Official withdrawals are classified as total withdrawals (including all enrolled courses) and partial withdrawals (does not include all enrolled courses).

1. The student will notify his intention to withdraw in the Counseling Office or Retention.
 - a. Intention to unsubscribe means that the student indicates their interest in not attending their classes or understands that, at the time of notification, they will stop attending classes.
 - b. All possible help will be offered to the student so that they can achieve their academic goal. From the student making the final decision to process the withdrawal, he/she will complete the Withdrawal Form, to determine the last day attended the University.
2. Once the withdrawal form is completed, the student will be referred to the Treasury Office for signature and guidance on the debt acquired, if applicable.



3. Then the student will be referred to the Financial Aid Office where the status of his file, financial aid and the official's signature will be verified.
4. Finally, the student will be referred to the Registrar's Office where the withdrawal will be processed, and the copy will be delivered to the student and to each corresponding office.

Unofficial Discharges

These are those that are processed when the student stops attending the University. Students who are absent for a period of 14 consecutive days (including counting Saturdays, Sundays, and holidays) from all their classes without excusing themselves to their professors will be processed a withdrawal, retroactive to their last day of attendance at the Registrar's Office:

1. The Retention Officer will check daily the students who have 14 consecutive days absent, to determine those that correspond to an Administrative Withdrawal.
2. The Retention Officer will follow up on absent students and will document the information obtained in the weekly report.
3. The Retention Officer will evaluate each situation and file a withdrawal in those cases in which the student has not returned to the University. The last day attended will be determined and the Withdrawal Form will be sent to the Registrar's Office to complete the process.
4. The Registrar's Office will evaluate the withdrawal form and process it.
5. The Withdrawal Form will be sent to the corresponding offices for the Signatures of the Officers and for the processing thereof (Retention, Registrar, Collection, and Financial Aid).
6. Once the Withdrawal Form has arrived, and is completed by all the Officers, the Registrar's Office will proceed to send by mail a copy of the withdrawal made and a letter to the student notifying him that he was withdrawn from the University. A copy of the withdrawal and the letter will be sent to the student's file.

Withdrawal Cancellation

1. Any student interested in continuing their studies after having processed any type of withdrawal may request that it be canceled within a term of 7 school days at the Registrar's Office.
2. To cancel any withdrawal processed, the student must visit the Registration Office or Retention Office where he will request the Cancellation Form. Said document must be delivered complete and authorized in all its parties at the Registrar's Office. Cancellation must indicate that the student will continue to attend classes and their intention is to complete the academic term. In turn, he will sign the Orientation Sheet for Cancellation of Cancellation.



3. If after canceling the same, the student requests a new withdrawal, the effective date of the same will be the date on which the student for the first time notified the university of their intention to withdraw