

## **Requirements for Withdrawal and Dismissal and for Return of Title IV Financial Aid**

**Scope:** The policy applies to students of Cardinal Glennon College who apply for and are awarded either a Pell grant and/or a Federal Direct (subsidized or unsubsidized) Student Loan or a federal PLUS Loan (awarded to an eligible parent of a dependent student) and who begin attendance and subsequently do not complete all the days in the term because they cease to attend either by withdrawal or dismissal.

**Procedures for Dismissal from the *CGC Handbook*, Academic Program section (p. ACAD 8):**

***Academic or Disciplinary Probation, Suspension, or Expulsion.*** A student may be suspended from a course for academic or disciplinary misconduct. Examples of academic dishonesty would be copying from another student, copying from a book or class notes during a closed-book exam, submitting materials authored by or editorially revised by another person but presented as the student's own work, copying a passage or text directly from a published source without appropriately citing or recognizing that source, taking a test or doing an assignment or other academic work for another student, tampering with another student's work, securing or supplying in advance a copy of an examination without the knowledge or consent of the instructor, and colluding with another student or students to engage in an act of academic dishonesty, and making unauthorized use of technological devices in the completion of assignments or exams. All such violations will be investigated and adjudicated.

If the charges are found to be true, the student may be liable for academic or disciplinary probation, suspension, or expulsion from Cardinal Glennon College.

**A seminarian who is dismissed [from a class] for a lack of academic integrity will be recommended for dismissal from Cardinal Glennon College Seminary.**

**Procedures for Dismissal from the *CGC Handbook*, Seminarian Life section:**

**Substance Abuse:** The introduction, possession, or use of any illicit drugs or the abuse of any prescription medication on or off campus is forbidden. Any failure in this area will be considered a serious offense and could result in possible expulsion from the program (S 11).

**Dismissal Resulting from Disciplinary Probation:** Any seminarian who incurs the sanction of disciplinary probation twice within two years is subject to dismissal. Once a student is notified of the sanction of disciplinary probation, an additional violation by the student during the probationary period can lead to immediate dismissal, or, at the discretion of the Vice Rector, to an extension of the probationary period. The Vice Rector may dismiss a seminarian with the approval of the Rector (S 13).

## **Procedures for Withdrawal from the *CGC Handbook*, Seminarian Life section:**

**Withdrawing from the Seminary:** A student who withdraws from Cardinal Glennon College program should personally meet with the Vice-Rector to discuss his decision and to review the steps necessary for his transition from the Seminary. Under normal circumstances, the student will be allowed to complete the semester courses in which he is officially registered (S 11).

## **Requirements for Return of Title IV, HEA Grant or Loan Aid**

### **From the *Federal Student Aid Handbook*, volume 3, chapter 1:**

Award limits are generally connected to a period of time and to credit or clock-hours attended. For instance, all of the programs except Federal Work-Study (FWS) have a maximum amount that can be awarded for an academic year or award year. Measurement of time is important for another reason—in most cases, awards from the Federal Student Aid (FSA) programs must be paid in at least two installments. For most programs, the amount and timing of the payments is based on the academic terms or payment periods in the program.

An academic year for a credit-hour or direct assessment program must be defined as at least 30 weeks of instructional time...

For all FSA programs, a week of instructional time is any period of 7 consecutive days in which at least 1 day of regularly scheduled instruction, examination, or (after the last day of classes) at least 1 scheduled day of study for examinations occurs. Instructional time does not include periods of orientation, counseling, homework, vacation, or other activity not related to class preparation or examination. Therefore, the weeks of instructional time may be less than the number of calendar weeks that elapse between the first day of classes and the last day of classes or examinations (pp. 3-5 to 3-6)

Generally, a term is a period in which all classes are scheduled to begin and end within a set time frame, and academic progress is measured in credit-hours (3-8).

**Semesters ...are terms** that are generally 15 to 17 weeks long. An academic calendar that uses semesters traditionally has two terms, in the fall and spring.... Academic progress is measured in semester credit-hours, and full-time is at least 12 semester credits (3-8).

For credit-hour programs that use standard terms..., **the payment period is the term itself** (3-11).

FSA disbursements are made on a payment period basis (3-24). [Cardinal Glennon College makes one payment each semester.]

### **From the *Federal Student Aid Handbook*, volume 5, chapter 2:**

Requirements [for return of funds] do not apply to a student who does not actually cease attendance at the school. For example, when a student reduces his or her course load from 12 credits to 9 credits, the reduction represents a change in enrollment status not a withdrawal. Therefore, no Return calculation is required (p. 5-21).

Up through the 60% point in each payment period or period of enrollment, a prorata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of

enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still determine whether the student is eligible for a post-withdrawal disbursement (p. 5-21).

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received (5-22).