July 6, 1973

CHANCELLORS
ADMINISTRATIVE OFFICERS, OFFICE OF THE PRESIDENT

Ladies and Gentlemen:

It has been brought to my attention that campuses have varying practices with regard to determination of the effective date of a student’s withdrawal from the University. Effective immediately, therefore, a student’s date of withdrawal, as related to the fee refund schedule, shall be the date on which the official notice of withdrawal is submitted. Care should be taken that no University services are provided to the student after the official date of withdrawal. Although a statement to this effect will be included in the 1973-74 “Student Fees and Deposits” circular and the Planning and Budget Manual, it is important that additional steps be taken, where required, to ensure that all students are informed of this policy.

I realize that occasionally there may be extenuating circumstances, and in such cases Chancellors or their designees are authorized to make exceptions to this policy.

Sincerely,

C. O. McCorkle, Jr.

cc: President Hitch
    Assistant President Furtado
    Registrars
    Accounting Officers