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R2T4 for Credit Hour Programs and Modules

MTSU's Withdrawal Process - Identification to Notification

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Identification

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Official Withdrawals

- Reports from the Registrar
- Reports from the Bursar (checking charges)
- Reports from the Withdrawal Office (backdated withdrawals)

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Unofficial Withdrawals

- Banner report
- Attendance adjustment report (Argos)

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Modular Withdrawals

- Modular Withdrawal Report (SQL)

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```
This script will produce a report to identify students that need RZT4 based on modular courses.
line 24: SQLPLUS Command Skipped: set NEWPAGE 0
line 27: SQLPLUS Command Skipped: set SPACE 0
/
/

 WD with attending a future (registered) crse
RGAUSDF comment:
CRN: 15439  [PTRM: A2  BGN: 20-MAR-17  END: 04-MAY-17]  RSTS: RW  RSTS: 07-NOV-16  ACT: 07-NOV-16  LDA:
CRN: 15629  [PTRM: A1  BGN: 17-JAN-17  END: 03-MAR-17]  RSTS: RW  RSTS: 09-NOV-16  ACT: 09-NOV-16  LDA:
CRN: 15684  [PTRM: A1  BGN: 17-JAN-17  END: 03-MAR-17]  RSTS: RW  RSTS: 07-NOV-16  ACT: 07-NOV-16  LDA:
CRN: 16230  [PTRM: 1  BGN: 17-JAN-17  END: 04-MAY-17]  RSTS: DEL  RSTS: 18-JAN-17  ACT: 18-JAN-17  LDA: 16-JAN-17
CRN: 17033  [PTRM: 1  BGN: 17-JAN-17  END: 04-MAY-17]  RSTS: RW  RSTS: 18-JAN-17  ACT: 18-JAN-17  LDA:
/
/

OFFICIAL WD WITH OUT  attending a future (registered) crse
RGAUSDF comment:
CRN: 11932  [PTRM: R  BGN: 17-JAN-17  END: 03-MAY-17]  RSTS: DI  RSTS: 21-FEB-17  ACT: 21-FEB-17  LDA:
CRN: 11987  [PTRM: R  BGN: 17-JAN-17  END: 03-MAY-17]  RSTS: DI  RSTS: 21-FEB-17  ACT: 21-FEB-17  LDA:
/
/

 WD with attending a future (registered) crse
RGAUSDF comment:
CRN: 10428  [PTRM: 1  BGN: 17-JAN-17  END: 04-MAY-17]  RSTS: DI  RSTS: 13-FEB-17  ACT: 13-FEB-17  LDA:
CRN: 11303  [PTRM: 1  BGN: 17-JAN-17  END: 04-MAY-17]  RSTS: RW  RSTS: 03-DEC-16  ACT: 03-DEC-16  LDA:
CRN: 11309  [PTRM: 1  BGN: 17-JAN-17  END: 04-MAY-17]  RSTS: RW  RSTS: 03-DEC-16  ACT: 03-DEC-16  LDA:
CRN: 11773  [PTRM: 1  BGN: 17-JAN-17  END: 04-MAY-17]  RSTS: RW  RSTS: 03-DEC-16  ACT: 03-DEC-16  LDA:
CRN: 13046  [PTRM: 1  BGN: 17-JAN-17  END: 04-MAY-17]  RSTS: RW  RSTS: 15-DEC-16  ACT: 15-DEC-16  LDA:
CRN: 14943  [PTRM: 1  BGN: 17-JAN-17  END: 04-MAY-17]  RSTS: DEL  RSTS: 25-JAN-17  ACT: 25-JAN-17  LDA: 16-JAN-17
CRN: 17682  [PTRM: A2  BGN: 20-MAR-17  END: 04-MAY-17]  RSTS: RW  RSTS: 08-FEB-17  ACT: 08-FEB-17  LDA:
```

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Purged Students

- We use a report in Argos to capture student information shortly before students are purged.
- We then use that information to contact instructors and determine if the student is eligible for a post-withdrawal disbursement.

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Purged Students – Information in Report

- ID
- Name
- Activity Date
- Attendance Confirmation
- Attendance Confirmation Date
- Course Registration Number
- Course ID
- Part-of-Term
- LDA
- Registration Status Code
- Registration Status Date
- Term
- User
- Transaction Date
- Aid Indicator
- Faculty Member's Name
- Faculty Member's Email Address

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Processing R2T4

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Step 1: Has the student withdrawn?

- Official Withdrawal – All courses are dropped.
- Unofficial Withdrawal – Combination of official drops and/or LDAs.
- Modular - Is the student enrolled in an upcoming part-of-term? Is a letter of intent needed? MTSU's letter of intent is a Dynamic Form (NextGen) – Receiving much better response from students.

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Step 2: Setting up the R2T4 calculation

- What is the withdrawal date?
- Make sure that the student hasn't indicated that they have ceased attendance prior to the withdrawal date either verbally or in writing.
  - Helpful hint – Train <u>everyone</u> on how to document a conversation regarding a withdrawal question!
- Verify start and end dates
- Verify break dates
- Verify charges
- Have instructors reported attendance/non-attendance?

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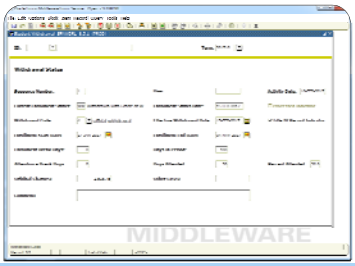
Example - SFAWDRL



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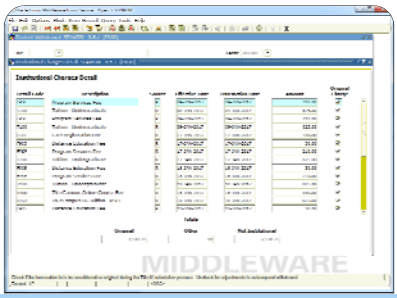

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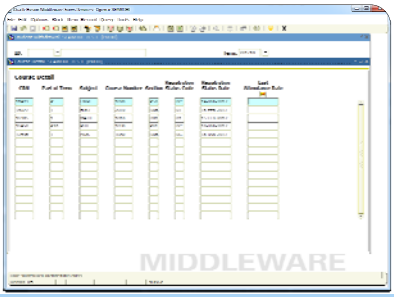

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Step 3: Verifying Aid Eligibility

- Is the aid correct? Has the student started attendance in all courses? Does aid need to be recalculated?
  - Correct any overawards prior to R2T4 calcualtion
  - LDAs on or before census date
  - Prior to start of a later POT
  - Non-Title IV eligible courses such as Repeats, audit, etc.
  - Comment Code 399
  - *If on or before census, recalculate any state aid institutional aid, etc.

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Step 4: R2T4 Calculation

- Make sure disbursed aid is correct, and that any aid that should be counted as "aid that could have been disbursed" is included in the calculation.
- At MTSU, Pell Grant is reduced automatically through census (PRD). You must decide whether or not to disburse the eligible amount before completing the calculation.
- Use net amounts for Federal Direct Loans.
- In some cases, a manual calculation will be required.

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Documentation

- No printers!
- MTSU uses Snagit (screen capture program) to capture Banner screens and then to notate if needed.
- The images are then imported into BDMS
- It is very important to document the withdrawal.

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Notification

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Argos

- MTSU's withdrawal letters are automated via Argos
- ROAUSDF is coded for the type of withdrawal, which then triggers Argos to run the report for that specific letter.
- The letter is generated the next morning, emailed to the student, a copy placed into a network folder for printing and mailing, and finally imaged and indexed to BDMS.
- MTSU uses AXRM to image the letters to BDMS.

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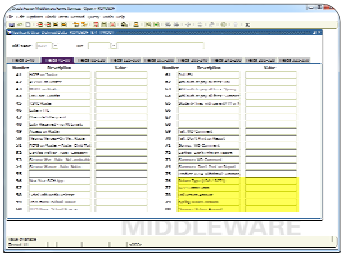
Example - ROAUSDF



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Withdrawal Letter Codes

- Official Withdrawal – R2T44
- Official Withdrawal 60% - R2T4460
- Unofficial Withdrawal – R2T47
- Unofficial Withdrawal 60% - R2T4760
- Modular Withdrawal – R2T4A
- Modular Withdrawal 60% - R2T4A60

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End-of-Term Processes

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Grading Policy

- MTSU's grading policy requires that instructors report LDAs for students that are assigned a grade of F.
- This creates many unofficial withdrawals at the end of the term.

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End-of-Term Reports

- Argos report to identify students that have officially withdrawn with an added LDA.
- Argos report to identify students that have unofficially withdrawn with an earned grade.

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Q & A

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