College Operating Procedures (COP)	FLORIDA SOUTHWESTERN STATE COLLEGE

Procedure Title: Drop Process Parameters Approval
Procedure Number: 06-0801
Originating Department: Technology Services

Specific Authority:
Board Policy
Florida Statute
Florida Administrative Code

Procedure Actions: Adopted: 8/14/09

Purpose Statement: The process to identify and drop students who have not paid their fees is critical to the success of student learning and must be completed correctly.
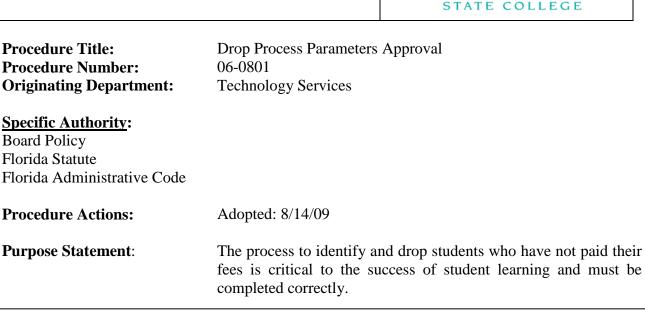
Guidelines:

The Dean of Student Services and the VP – Financial Services establish the parameters used for a specific class drop process. The Director of Communications and Marketing

Procedures:

1. The Dean of Student Services will send the C.I.O. the parameters to be used for this drop process using the following parameter template.

2. The VP- Financial Services will send to the C.I.O. the maximum financial balance to be allowed for students before their unpaid classes are dropped this time.

3. If the drop process will send emails to students to-be or actually dropped, the message for that email will be designed by the Director of Communications and Marketing and sent to the C.I.O.

4. The C.I.O. will review the drop parameters and email messages and forward them to the Banner Coordinator for Financial Aid.

5. The Banner Coordinator for Financial Aid will enter the parameters and email messages into the Scheduling system and send the parameters to the Banner Coordinator for Finance.

6. The Banner Coordinator for Finance will review the parameters entered into the Scheduling system and will confirm via email to the C.I.O. the accuracy of the entered parameters.

7. Once this is confirmed by the Banner Coordinator of Finance, the C.I.O. will confirm via email to the Banner Coordinator for Financial Aid and to the Dean of Student Services that the drop process is scheduled as per the stated parameters.

8. Results for the drop process will be sent to the Dean of Student Services, Director of Financial Aid, the VP – Financial Services and the C.I.O. for review of affected students.

SAMPLE DROP Parameters

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When is this drop to be run?
     Monday, September 3rd, 2009

Term Code: 201010

Selected Part(s) of Term: %

Run Mode (A)udit/(U)pdate: A

Final Drop: Y

Course Level: CR

Notify Students via Email: N

Aid Year: 0910

Are any students to be EXCLUDED from this drop process?
     EFC $ 4,600 or less


Allowable overall account debt : 0.00
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