



Policy: **Reporting Students to Central Visa Unit (CVU)**

Policy Title	Reporting Students to Central Visa Unit (CVU)
Policy ID	2017_CVU_reporting_v1_Pol
Effective Date	25 August, 2017
Last updated	13 February, 2016
Responsible Office	VPs
Responsible Executive(s)	Student Affairs

REASONS FOR REPORTING STUDENTS TO THE CVU

Withdrawn: These are students who have officially filled out paperwork to withdraw and paid all outstanding bills to the university. Students should see the Registrar if they want to withdraw from the university.

Leave of Absence (LOA): Students who request official leave for personal or medical problems. They have completed all necessary paperwork and obtained signatures. Students should contact the Registrar if they want to request a LOA.

Dismissed – Policy Infraction - Never Attended: These are the students who registered to study at AUM but did not show up to Orientation/first day of classes, with no excuse and not responsive to communication from AUM.

Dismissed – Policy Infraction – Attended: These are students who attended classes but stopped attending, and reached the maximum number of unexcused absences. They are also unresponsive to any communication from AUM. These students left the institution without officially withdrawing.

Dismissed – Policy Infraction – Non-Payment: These are students who have not paid their financial obligations to AUM. They will not be permitted to register for subsequent semesters and may be dismissed for non-payment.

Dismissed - Other: These are students who are dismissed for violating the AUM academic or conduct code.

CURRENT PROCESS FOR REPORTING STUDENTS

Withdrawn	<ul style="list-style-type: none"> Once a student officially withdraws, the Registrar will inform the Director of Student Affairs. The Director of Student Affairs will email CVU to inform them, including a copy of the student’s passport. He/she will copy all relevant offices at AUM.
Leave of Absence (LOA)	<ul style="list-style-type: none"> Once a student officially takes a Leave of Absence, the Registrar will inform the Director of Student Affairs. The Director of Student Affairs will email CVU to inform them, including a copy of the student’s passport. He/she will copy all relevant offices at AUM.

Student Affairs: Reporting Students to Central Visa Unit (CVU)

<p>Dismissed – Policy Infraction - Never Attended:</p>	<ul style="list-style-type: none"> • If a student does not show up for AUM Orientation the Admissions Office will try to contact the student. • Once the student has not responded to any form of communication from AUM, the student is considered “Dismissed – Never Attended” • The Admissions Director will email CVU to inform them, including a copy of the student’s passport. He/she will copy all relevant offices at AUM.
<p>Dismissed – Policy Infraction – Attended:</p>	<ul style="list-style-type: none"> • Professors email Registrar and Director of Student Affairs when students are starting to have frequent absences which could affect their academic performance according to the AUM Attendance Policies from the Catalog. They request that a Non-Attendance Warning (NAW) be issued to the student. • The Director of Student Affairs will email the NAW to students, and then put a note in the “Notes” section of the student’s file in SONIS. • Students are asked to contact their professors immediately to discuss the NAW. • Once a student has exceeded the limit of absences and is unresponsive to any contact from AUM, then the student is placed on the Watchlist for Reporting to CVU. • A meeting is convened with the Registrar, Director of Finance, Director of Admissions, Director of Student Affairs, and Director of EAP to discuss the Watchlist students. • Once there is a consensus that the student is deemed to be officially missing and non-attending, the student is considered “Dismissed – Policy Infraction – Attended. • The Director of Student Affairs will email CVU to inform them, including a copy of the student’s passport. He/she will copy all relevant offices at AUM.
<p>Dismissed – Policy Infraction – Non-Payment:</p>	<ul style="list-style-type: none"> • Students will be given an email warning from the Finance Office that they will be dismissed for non-payment unless they contact the Finance Office to pay their balance. • If the student does not fulfil their financial obligations, the Finance Director will inform the Registrar and Director of Student Affairs that the student is being dismissed for non-payment. • The Director of Student Affairs will email CVU to inform them, including a copy of the student’s passport. He/she will copy all relevant offices at AUM.
<p>Dismissed - Other:</p>	<ul style="list-style-type: none"> • Once a student officially Dismissed, the Registrar will inform the Director of Student Affairs. • The Director of Student Affairs will email CVU to inform them, including a copy of the student’s passport. He/she will copy all relevant offices at AUM.

Absent 10 classes in a session, missed 75% of classes for the session (refer to AUM’s attendance policy). Therefore, you will be suspended form AUM and may be reported to the Central Visa Office.