

SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

Policy Manual

SUBJECT: Financial Clearing from Campus

NUMBER: **Policy IV-04** (Formerly Policy IV-A-05)

The School of Mines has formal procedures for students leaving campus due to graduation or withdrawal and for terminating employees.

Students

1. The Registrar and Academic Services Office will send a list of graduating seniors to Facilities Services, the Devereaux Library, and the Business and Administration Office. If a student has any outstanding obligations, his/her department head will be notified and his/her diploma and/or transcript will be held until the obligation is fulfilled.
2. For graduating advanced degree level students, a check-out form will be issued by the Graduate Office.
3. For students withdrawing from the university, the Registrar and Academic Services Office initiates a withdrawal form and card. The Business and Administration Office, Financial Aid, Information Technology Services, the Devereaux Library, the University Bookstore, (Residence Life and Dining Services, if applicable) and the student's advisor are notified and/or sign off on the withdrawal card. The withdrawal form and card are maintained in the Registrar and Academic Services Office for five years after the last date of enrollment.

Employees

1. Authorized signatures from each of the following areas must be secured using the checkout sheet for terminating employees:
 - A. Employee's department – for any obligations (telephone, books, travel advances, etc.)
 - B. Facilities Services – for building keys
 - C. Employee -- certifying that they have no outstanding obligations to the School of Mines.
2. The employee must complete their final online submission of time worked and/or leave taken and any other related documents in conjunction with the termination process with the Human Resources Office.

3. Termination paperwork is available from the Human Resources Office and the process should be completed no later than the last effective date of employment.