

Administrative Withdrawal

Students are expected to attend all classes for which they are appropriately registered (see Class Attendance Policy). The purpose of this policy is to give academic administrators a way to remove students from classes **during the course adjustment period (drop/add)** that they are not attending or for which they do not have the appropriate prerequisites. Administrative withdrawals may affect students' status as full-time students and thus affect financial aid status, campus housing, student fees, student athlete status, etc.

STATEMENT OF POLICY

Department chairs and deans may initiate an administrative withdrawal of a student from classes based on the following criteria:

- For face-to-face classes - the student has not attended class nor made contact with the instructor or department chair to explain the absence by the end of the first day the class meets or the student misses two consecutive classes and has not made contact with the instructor or department chair to explain the absence;
- For a technology-delivered course - the student has not engaged the course material or made contact with the instructor to explain the absence by ~~the first assessment~~ **first due date for materials or correspondence which should be during the first six days of the change of registration period**;
- The student has not met course prerequisites, co-requisites, or registration restrictions.

The department chair or dean will electronically notify the student that they are being withdrawn from the class and then follow the required procedures to notify the Registrar. The Registrar will electronically notify the student when the withdrawal has been completed.

Appeals:

Students who have been administratively withdrawn from classes

1. for failure to attend or notify the instructor and have evidence that they in fact were attending classes or had contacted the instructor or department chair to notify them of an absence (dated email will suffice) or;
2. who were so incapacitated by illness or injury as to not be able to contact the university; or
3. for not having the appropriate prerequisites;

have the right to appeal the withdrawal. Students must appeal in writing and attach supporting documentation (email will suffice) within two business days of the withdrawal to the dean of the college or school where the course resides if the department chair initiated the withdrawal or the provost if the dean initiated the withdrawal. The dean or provost will make a decision within two business days and inform the student in writing (electronic notification is permissible) followed by hard copy). Only one level of appeal is allowed so decisions of the dean or provost (depending on where the appeal was made) are final.

Adopted by WSSU Board of Trustees June 19, 2009; amended and approved xxxx