Title of Issue (a short descriptive title by which the issue may be referenced)
Proposed changes to the policy on Administrative Withdrawal from the University

Description of Issue: According to the current policy, if administrative withdrawal is approved, individual instructors may object to the withdrawal. If the instructor objects, the grade automatically turns into an F. However, there have been cases when the original grade assigned by the instructor was a passing grade and not an F. In these cases, it is proposed that the original grade assigned by the instructor stand and not automatically change to an F.

An additional update is needed to state who has the authority to approve exceptions to the policy. It is proposed that the Assistant Vice President for Undergraduate Studies have authority for exceptions regarding undergraduate students and the Dean of the Graduate School have authority for exceptions regarding graduate students.

Rational for Submission: It is harmful to students to change a passing grade to an F in those cases when a faculty member objects to an administrative withdrawal.

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Date: December 2, 2019
Signature:
Administrative Withdrawal From the University

During the course of any semester, there will be situations, such as severe illness, death in the immediate family, or disciplinary actions, which will require that the University initiate an administrative withdrawal from the University to assist a student or to implement a University-imposed sanction. The following procedures will be used.

1. The request for withdrawal is initiated either by the student because of an extenuating personal situation or by the University because of a disciplinary situation.
2. This action will normally be handled by the Vice President for Student Engagement and Enrollment Services or designee. If the student initiates the withdrawal, the Office of the Vice President for Student Engagement and Enrollment Services will determine what verification is necessary and document the situation.
3. A request will be submitted to the Office of the University Registrar to withdraw the student from all classes.
4. The student’s instructors will be notified. If the student is withdrawing after the last day to withdraw from classes without penalty, part of this notification will include the opportunity for the faculty member to raise objections if the student’s classroom performance is such that a withdrawal (W) would not be appropriate. If a faculty member objects, the faculty member will inform the University Registrar and the original grade assigned by the faculty member will stand.
5. The request for withdrawal must be initiated by the student within one calendar year counting from the first day of classes of the term for which administrative withdrawal is sought. Requests for withdrawal that have the necessary documentation but are received after the one-year deadline may be reviewed by an appeals committee consisting of at least three members and including both faculty and administrators, to be convened by the Director of Student Outreach and Support in Student Engagement and Enrollment Services. These requests must include clear and compelling reasons for not submitting the request within one calendar year.
6. Tuition refund appeals are handled separately and must be submitted to the Office of Finance. Students submitting requests after the one-year deadline are not eligible for a tuition appeal.
7. Students receiving financial aid should consult their financial aid counselor prior to submitting a tuition refund appeal.

Any exceptions for undergraduate students must be approved by the Assistant Vice President for Undergraduate Students. Exceptions for graduate students must be approved by the Dean of the Graduate School.