



## ADMINISTRATIVE WITHDRAWAL POLICY

The University administrator (i.e., chair, dean, vice-president) will submit a recommendation for an administrative withdrawal to the Office of Academic Affairs for the Provost's approval. If approved, the Registrar's Office, along with Student Affairs and Business Affairs, when warranted, will make the needed changes to the student's record and account.

### COURSE WITHDRAWAL

Students who miss more than 25% of course meetings and/or required activities during 25% of the course duration may be administratively withdrawn from that course unless documentation of contact with their course instructor, academic unit or academic advisor is provided. Students may be administratively withdrawn from classes, regardless of class standing, if they fail to meet the aforementioned criterion. In addition to withdrawal for attendance, students may also be withdrawn for failure to adhere to requirements dictated by the instructor (syllabus) and/or violations of the university disciplinary code of conduct.

### UNIVERSITY WITHDRAWAL

Unlike a course withdrawal, a university withdrawal represents a complete withdrawal from the institution. Students involved in disciplinary issues may face interim suspension, indefinite suspension, and/or expulsion. In such cases, an administrative withdrawals may be invoked.

### EMERGENCY CIRCUMSTANCES

Students may petition the Office of the Provost for an administrative withdrawal where a *bona fide* emergency affects the student's ability to continue tenure at the institution under normal circumstances.

Dr. Donzel Lee  
Interim Provost and Vice President for Academic Affairs

Date

Dr. Alfred Rankins, Jr.  
President

Date