

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 **change of registration** (drop/add) period that they are not attending or for which they do not have the appropriate prerequisites **or to withdraw students from classes that they are not attending**. 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 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 student never attended class or stopped attending (two weeks consecutive absence) and will not respond to the instructor's inquiries about returning to the class.**

The department chair or dean will electronically notify the student that they are being withdrawn from the class and then follow the required procedures to notify the Registrar.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

If an Administrative Withdrawal occurs after the change of registration period, then a grade of W will be recorded for the course per the Undergraduate Withdrawal Policy.

Withdrawal following Conduct Suspension:

In the event that a student is suspended due to conduct, he or she may be administratively withdrawn 10 calendar days after notification of suspension if no appeal is submitted. If an appeal is submitted, an additional 30 calendar days will be granted from the date of submission before an administrative withdrawal decision is rendered. If the appeal is denied, the student may be administratively withdrawn at the university's discretion.

Appeals:

Students who have been administratively withdrawn from classes have the right to appeal the withdrawal under the following circumstances:

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. because they were so incapacitated by illness or injury as to not be able to contact the university; or
3. for not having the appropriate prerequisites;

Adopted by WSSU Board of Trustees June 19, 2009; **amended December 2015.**

