

Policy No. 102

Area: Academics

*Original signature is on file in
Administration & Finance*

Adopted: June 12, 2014

Certified by _____
Dr. Cynthia Jackson-Hammond
University President

Revisions Adopted:

SUBJECT: Administrative Withdrawal from Courses

Effective Immediately

INTRODUCTION

The purpose of this policy is to provide Central State University with a means to withdraw a student from a course(s) who is unable to implement the withdrawal process on their own volition, or because of ineligibility to be enrolled in a particular course. A faculty member, dean or department chair may initiate this process when it is in the best interest of the University or the student. An administrative withdrawal recommendation from a course(s) must be approved and signed at every academic level before submission to Academic Affairs. In turn, Academic Affairs will make the final recommendation, if appropriate, to the Registrar for implementation.

An administrative withdrawal may affect a student's status as full-time and, therefore, affect his/her financial aid status, campus housing, student fees, student-athlete status, etc.

STATEMENT OF POLICY

An administrative withdrawal of a student from a course(s) is based on the following criteria:

- The student through unforeseen circumstances is unable to attend the course(s) and is unable to withdraw from the course(s), including but not limited to accident, incapacitating illness, military deployment, or other event which causes the student to be unable to withdraw; or
- The student has not met course prerequisites, co-requisites, or registration restrictions.

In conjunction with the instructor of record, the dean of the academic unit will notify the student and academic advisor in writing of the administrative withdrawal process and the Registrar will send an official notification to the student when the process is completed.

APPEAL PROCESS

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