

Policy No. 103

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 for Non-Attendance

Effective Immediately

INTRODUCTION

The purpose of this policy is to provide the Central State University with a means to withdraw a student from a course(s) for non-attendance prior to the census date set by the Department of Education. The process shall be initiated by the Registrar's Office and/or the Office of Financial Aid, after receipt of the attendance information from the faculty.

Administrative withdrawals 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 for non-attendance of a student from a course(s) is based on failure to attend a course(s) prior to the census date set by the Department of Education. The census date has historically been the fourteenth calendar day after the start of the semester, however, is subject to the regulations promulgated by the Department of Education.

In conjunction with the instructor of record, the dean of the academic unit will notify the student 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 If the student is being administratively withdrawn from the University, the appeal should be filed with the dean of the college of the student's major, or University College if the student's major is undeclared. The dean 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 is final.