

ADMINISTRATIVE WITHDRAWAL

Students who register for classes but who are incapable of attending may be withdrawn from all classes by the institution. Though the “AW” appear on the transcript, it will not affect the student’s overall grade point average. It does, however, affect completion rate for the purposes for determining academic standing (see the Satisfactory Academic Progress policy for more information)

An administrative withdrawal exists to allow a student who is incapable of withdrawing to withdraw from courses without penalty. As an example, a student who is hospitalized and incapable of either attending classes or filling out the necessary paperwork in person to drop those classes may be administratively withdrawn.

An administrative withdrawal is not intended to remove the onus for personal responsibility from students: if you need to withdraw from classes, you must do so yourself. The administrative withdrawal will be used sparingly and only with due process and documented concerns.

Administrative withdrawals will be processed by the Academic Dean upon receipt of documentation addressing the student’s circumstances.