

Administrative Withdrawal Policy

Policy

- 1.1 Attendance/Ongoing Academic Engagement has been proven to be a key factor in academic success. The OSU-OKC Community is in support of all faculty efforts to ensure that students in their courses are attending course meetings and/or participating in required course activities.
- 1.2 The Administrative Withdrawal Policy is effective for all students enrolled in courses of any length. Students who do not comply with written syllabus attendance and/or ongoing engagement requirements may be administratively withdrawn from that course unless documentation or contact with their course instructor is provided.
- 1.3 The AW Policy is subject to the following provision:
 - The AW Policy must be included in the course syllabus with specific language about the faculty member's attendance/ongoing engagement requirements, in addition to a link to this policy. Students must be informed that their administrative withdrawal may have an impact on their Financial Aid awards and/or Enrollment status. Suggested wording for the syllabus follows:
 - o "Administrative Withdrawal: A basic requirement of this course is that you will participate in all class meetings and conscientiously complete all required course activities and/or assignments. Keep in touch with me if you are unable to attend, participate, or complete an assignment on time. [Insert your specific requirements here. Example: If you miss more than half of the required activities within the first two weeks of the course without contacting me, you may be administratively withdrawn from this course. Example: Our course meets once/twice per week; thus if you miss more than two/four classes in the first four weeks, you may be withdrawn.]* Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal may take place beginning week 3. If you are administratively withdrawn from the course, you will not be eligible for a tuition refund. This may result in a balance due to Business Services, which will prevent enrollment in future semesters until the balance is paid. If you have questions about the administrative withdrawal policy at any point during the semester, please contact me."
 - *-reword to fit your particular class.
 - Administrative withdrawal may take place from week 3 through week 12, or equivalent during shorter terms (see the Campus Academic Calendar for specific dates). Students who are administratively withdrawn from the course will not be eligible for a tuition refund.
- 1.4 The grade of AW may also be issued by the Vice President of Student Services when a student has been dismissed from the institution as outlined in the Student Rights & Responsibilities (<http://www.osuokc.edu/studentconduct/>) policies for student conduct.

Procedure for Administrative Withdrawal

- 2.1 The instructor of record will attempt to determine the reason for the student missing class or not engaging. Students who are experiencing a hardship or extraordinary circumstance should contact the Registrar's office regarding an Enrollment Appeal.
- 2.2 The instructor of record initiates the administrative withdrawal process and has the right to stop the process at any time prior to the last day to withdraw during the term (see the campus Academic Calendar for specific dates).
- 2.3 The instructor of record must use the Early Alert System in an attempt to refocus the student's attention on their education and to get them back in the classroom and participating. To progress through the AW process, the Early Alert System must be used a minimum of once.
- 2.4 If the early alert process does not result in the student timely contacting the faculty member, the AW form can be submitted to the Registrar through either a paper form or OrgSync. The faculty member will be responsible for entering reason for AW, date of last attendance, and attach a copy of their syllabus.

The Administrative Withdrawal form is routed to a department/division designee for review to assure completeness of the documentation and to validate the faculty member's assertions of violation of syllabus statement on attendance and/or ongoing engagement requirements. If the local representative does not feel that there is adequate evidence to proceed, they notify the faculty member. The faculty member can choose to edit the submission or choose to proceed with the AW process. Please note: If the faculty member requests the process to proceed, the reviewer's comments may become a part of any grade appeal proceedings related to the awarding of an AW.

- 2.5 Any student who asserts that they were participating and that they were withdrawn in error will be directed to the faculty member or division for resolution.

Definitions

- 3.1 *Drop:* Removing oneself from a college course during the refund period. This action may result in a refund /no charge for the course dropped.
- 3.2 *Withdrawal:* Removing oneself from a college course AFTER the drop/add period OR being administratively removed from a college course for attendance/behavioral issues. There is no refund for this action.
- 3.3 *Attendance:* This is not an inclusive list, but a list of examples of attendance provided by the US Department of Education:
- Physical attendance
 - Submission of an academic assignment
 - Examination, interactive tutorial, or computer-assisted instruction
 - Study group interaction assigned for the course
 - Participation in an on-line discussion
 - Initiation of contact with instructor to ask question about academic matters
 - NOTE: The specific requirements must be identified in the course syllabus.
- 3.4 *Ongoing Academic Engagement:* Students must show continued engagement with the course through discussions, assignments, and other coursework throughout the semester. This requires more than just attending class or logging into the online classroom. Note: The specific requirements must be identified in the course syllabus.