

# CAMERON UNIVERSITY

## Administrative Withdrawal Policy

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### Policy Statement

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Administrative Withdrawal (AW) may be assigned by the Office of Academic Affairs to indicate that a student has been "involuntarily" withdrawn from class(es) after the institution's drop-and-add period for disciplinary reasons, financial reasons, or inadequate attendance. Such withdrawals must follow formal institutional procedures. Administrative withdrawals are GPA neutral. (OSRHE Policy Manual 3.12 Grading)

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### Who Should Know This Policy

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✓ President	✓ Faculty
✓ Vice Presidents	✓ Other Accounting/Finance Personnel
✓ Deans	✓ Students
✓ Directors	Other Groups
✓ Department Chairs	✓ All employees

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### Responsibilities

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<b>Responsible for Policy</b>	
University Officer Responsible:	
John M. McArthur	Vice President for Academic Affairs

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## Procedure

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In current university and Oklahoma State Regents for Higher Education policy, the grade entry “AW” for Administrative Withdrawal may be assigned by the Office of Academic Affairs to indicate that a student has been "involuntarily" withdrawn from class(es). The grounds for this assignment may be disciplinary, for financial reasons, or for inadequate attendance. The decision to assign the grade of “AW” rests with the Vice President for Academic Affairs, or designee, and the assignment of this grade may be initiated directly by the Vice President for Academic Affairs. The following procedure will be used by other parties to recommend to the Office of Academic Affairs the assignment of a grade of “AW”:

### Disciplinary Reasons:

The Vice President for Student Services, the Director of Student Development, or the Director of Athletics may recommend the assignment of an “AW” due to disciplinary actions including expulsion and suspension. This recommendation with justification should be forwarded directly to the Vice President for Academic Affairs.

### Financial Reasons:

The Office of Financial Assistance, Student Housing, or the Business Office may recommend the assignment of an “AW” for financial reasons. This recommendation with justification should be forwarded to the Vice President for Academic Affairs through the appropriate Vice President.

### Inadequate Attendance:

If, during the course of the semester, a student's class average falls below a passing grade due to inadequate attendance, the course instructor may recommend the assignment of an "AW" prior to the last date for an automatic withdrawal if this option is placed in the course syllabus and attendance standards are clearly stated. If a student has not attended class for a sufficient period such that thirty percent of the evaluative material for the course has been missed and the drop/add period has expired, then the faculty member may recommend Administrative Withdrawal to the Vice President for Academic Affairs through the department chair and dean. The faculty member must clearly indicate the date of last attendance on the request. Before such action is taken, the student will be notified through the university's Early Alert System of the status of his or her grade. Any student appeal must occur at that time. The student will be given a reasonable time to respond, after which time the recommendation for administrative withdrawal will be sent to the VPAA, or designee, for approval.

### Approval Procedure:

If the Vice President for Academic Affairs initiates the assignment of an Administrative Withdrawal, then appropriate parties should be notified and consulted. When the Office of Academic Affairs receives a request for Administrative Withdrawal, the following notifications and consultations should be considered depending on the source of the request:

Source of request: Vice President for Student Services, Director of Student Development, Director of Student Housing, or the Business Office

Notification:

1. Office of Financial Assistance
2. If the student is an athlete: Director of Athletics or Faculty Athletic Representative
3. If the student is in the international category: International Student Admissions Coordinator
4. If the student is active duty military: Veterans Affairs Coordinator

Source of request: Office of Financial Assistance

Notification:

1. Business Office and appropriate academic unit
2. If the student is an athlete: Director of Athletics or Faculty Athletic Representative
3. If the student is in the international category: International Student Admissions Coordinator
4. If the student is active duty military: Veterans Affairs Coordinator

Source of request: Faculty member

Notification:

1. Office of Financial Assistance and Vice President for Student Services
2. If the student is an athlete: Director of Athletics or Faculty Athletic Representative
3. If the student is in the international category: International Student Admissions Coordinator
4. If the student is active duty military: Veterans Affairs Coordinator

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## Contacts

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Policy Questions: Linda Phillips, Registrar, (580) 581-2238

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## Forms

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A16 Request for Administrative Withdrawal

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## Policy History

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### Policy

Issue Date: April 24, 2010

Reviewed, no revision:

Revised: