

# **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Withdrawal (AW) may be assigned by the Office of Academic Affairs to indicate that a student has been "involuntarily" withdrawn from class(es) for a given semester for disciplinary reasons, financial reasons, non-attendance at the start of the semester, or inadequate attendance throughout the semester. 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
Department Chairs	Other Groups
Directors	All Employees

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### **Responsibilities**

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#### **Responsible for Policy**

University Officer Responsible

Vice President for Academic Affairs

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## Procedure

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In 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Withdrawal may be assigned by the Office of Academic Affairs to indicate that a student has been "involuntarily" withdrawn from class(es).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 for disciplinary reasons, financial reasons, non-attendance, or 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 VPAA. 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 Dean of Students, 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 VPAA.

### Financial Reasons:

The Office of Financial Aid, 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 VPAA through the appropriate Vice President.

### Non-Attendance:

If a student fails to physically attend or actively participate in any given course during the first three weeks of a 16-week semester or the first 1.5 weeks of an 8-week semester or proportional amounts of time for other formats, faculty or select university personnel may recommend the assignment of an “AW” for non-attendance.

Attendance is defined as being physically present during a class meeting or actively participating in an academically-related activity, including but not limited to submission of an academic assignment, taking or submitting an exam, completing an interactive tutorial, or participation in a study group or online discussion. For online courses, non-attendance is defined as non-participation in all course assignments, activities, and lessons.

### 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 defined.

If a student has not attended class for a sufficient period such that over one-quarter of the class meetings for the course have been missed and the drop/add period has expired, then the faculty member may recommend Administrative Withdrawal to the VPAA through the department chair. The faculty member must clearly indicate the date of last attendance on the request.

Before such action is taken, the student will be notified of the status of his or her grade. Any student appeal must occur at that time. The student will be given five (5) business days to respond, after which time the recommendation for administrative withdrawal will be sent to the VPAA, or designee, for approval.

## Approval Procedure

If the VPAA initiates the assignment of an Administrative Withdrawal, then appropriate parties, as noted below, 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: Dean of Students, Director of Student Development, Director of Student Housing, or the Business Office

Notification:

1. Office of the Registrar
2. If the student receives Financial Assistance: Office of Financial Aid
3. If the student is an athlete: Director of Athletics or Faculty Athletic Representative
4. If the student is in the international category: International Student Admissions Coordinator
5. If the student receives Veterans Affairs educational benefits: Veterans Affairs Coordinator

Source of request: Office of Financial Aid

Notification:

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

Source of request: Faculty member

Notification:

1. Office of the Registrar
2. If the student receives Financial Assistance: Office of Financial Aid
3. If the student is an athlete: Director of Athletics or Faculty Athletic Representative
4. If the student is in the international category: International Student Admissions Coordinator
5. If the student receives Veterans Affairs educational benefits: Veterans Affairs Coordinator

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## Contacts

Policy Questions: Registrar, (580) 581-2238

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## Forms

In support of this policy, the following forms are included:  
Request for Administrative Withdrawal ([A16](#))

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## Policy History

### Policy

Issue Date:	April 14, 2010
Reviewed, no revision:	July 22, 2015
Revised:	January 1, 2020
Revised:	November 13, 2025