

Circular 2012-06

ADMINISTRATIVE WITHDRAWAL POLICY

Preamble

Attendance has been proven to be a key factor in academic success. Faculties of IUPUI are supportive of all course coordinators' and instructors' efforts to ensure that students in their courses are attending course meetings and/or participating in required course activities.

Policy

This policy is effective for courses that are at least 6 weeks in duration. Students who miss more than 50% of an undergraduate course meetings and/or required activities during the first 25% of the course duration may be administratively withdrawn from that course unless documentation of contact with their course instructor, academic unit or academic advisor is provided. Students enrolled in Undergraduate courses may be administratively withdrawn regardless of their class standing. This Administrative Withdrawal Policy is effective for all students enrolled in undergraduate level courses and is subject to the following provisions:

- The Administrative Withdrawal Policy must be included in the course syllabus with specific language about the policy (see recommended language below). Students must be informed that their administrative withdrawal may have an impact on their Financial Aid awards and/or student visa status.
- The course instructor initiates the administrative withdrawal process and has the right to stop the process at any time. Students will be notified by the Office of the Registrar prior to being administratively withdrawn from a course.
- Administrative withdrawal will take place after the fee refund period. Students who are administratively withdrawn from the course will not be eligible for a tuition refund.
- Administrative withdrawals will be managed through the student performance roster. Administrative withdrawal attendance values will be available after the refund period for each course. Faculty will submit requests to administratively withdraw by selecting the appropriate attendance value:
 - Administratively withdraw – Some attendance
 - Administratively withdraw – No attendance
- Academic units may establish an Administrative Withdrawal Policy more restrictive than provisions outlined in this policy. It is the responsibility of the academic units to communicate their policy to their students and put this information in the course syllabus.

The Registrar's Office will maintain data on the number of administrative withdrawals for each course.

Language to be included on the syllabus:

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. If you miss more than half of the required activities within the first 25% 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 will take place after the full refund period, and if you are administratively withdrawn from the course you will not be eligible for a tuition refund. If you have questions about the administrative withdrawal policy at any point during the semester, please contact me.

*Faculty should tailor the italicized statement and indicate the number of class meetings or required activities that fit the syllabus for their section.

Revised and Approved by IFC Academic Affairs Committee March 6, 2012
Approved by IUPUI Faculty Council, March 6, 2012