

3357:13-14-44 Administrative Withdrawal Policy

- (A) The college administration has the authority to withdraw a student from the college and to revoke that student's registration at any time for the following reasons:
- (1) Registration in violation of college regulations (e.g., academic ineligibility to register).
  - (2) Failure to comply with academic requirements (e.g. unsatisfactory class attendance, violation of the learning contract for students on academic probation, etc.).
  - (3) Failure to pay college tuition and fees by the due date.
  - (4) Disciplinary suspension or dismissal for the remainder of an academic term or longer.
  - (5) Severe psychological or health problems such that the student cannot be permitted to continue in attendance.
  - (6) Other reasons deemed appropriate by the proper administrative officer.
- (B) A grade ADW is recorded for Administrative Withdrawals other than non-participation. A grade of WNP is a special designation for students not actively participating in the course and who are not providing evidence of course completion.
- (C) The grade of ADW/WNP is not computed in the student's grade point average and therefore involves no academic penalty.
- (1) The Registrar must authorize the recording of this grade. If a student registers in violation of the academic eligibility rule, the registration is declared invalid, the tuition and fees paid by the student are refunded in full, and no grades are recorded.
  - (2) In other cases of Administrative Withdrawal, the date of the withdrawal and the reason for the withdrawal are used to determine the grade to be recorded and the amount of tuition and fees to be assessed or cancelled. In most cases, the regular tuition and fee assessment and refund policies of the college prevail.
  - (3) The Registrar has the authority to antedate an administrative withdrawal if circumstances warrant such action. Disciplinary suspensions or dismissals are initiated by the appropriate authority in the Office of Student Development and written notification is sent to the Academic Records Office, who cancels the student's registration and notifies other administrative offices and faculty members as necessary. If faculty members have reason to inquire about a specific case of Administrative Withdrawal, they should consult the Registrar or the Provost. In certain cases, the student's right to confidentiality may not permit full disclosure of the circumstances.
- (D) A grade ADW is recorded for Administrative Withdrawals. The grade of ADW is not computed in the student's grade point average and therefore involves no academic penalty.
- (1) The Registrar must authorize the recording of this grade. If a student registers in violation of the academic eligibility rule, the registration is declared invalid, the tuition and fees paid by the student are refunded in full, and no grades are recorded.

(2) In other cases of Administrative Withdrawal, the date of the withdrawal and the reason for the withdrawal are used to determine the grade to be recorded and the amount of tuition and fees to be assessed or cancelled. In most cases, the regular tuition and fee assessment and refund policies of the college prevail.

(3) WNP refer to policy and procedure 3357:13-14-40 and 3357:13-14-402.

Effective: May 1, 2016

Next Review: September 1, 2026

Review Dates: 5/1/16, 9/8/21