

Administrative Withdrawal Policy

Draft new proposal to apply policy to All Undergraduate Classes

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 all course meetings.

Policy

Students who miss more than 50% of an undergraduate class meetings or required activities during the first 25% of the class duration may be administratively withdrawn from that course unless documentation of contact with their course instructor, academic unit or academic advisor is provided. Students enrolled in Undergraduate courses may be administratively withdrawn regardless of their class level. 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 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 Students will be notified by the Office of the Registrar prior to being administratively withdrawn from a class.
- 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 Students who are administratively withdrawn from the course will not be eligible for a tuition refund.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 class. 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 on the course syllabus.

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

Revised and approved by IFC Academic Affairs Committee January 12, 2012

Approved by IUPUI Faculty Council, May 1, 2003

Approved by Academic Affairs Committee February 21, 2003

IFC / AAC Recommended Policy Changes
January 12, 2012

Language to be included on the syllabus

Administrative Withdrawal: A basic requirement of this course is that you will participate in class and conscientiously complete writing and reading assignments. Keep in touch with me if you are unable to attend class or complete an assignment on time. If you miss more than half our class meetings within the first 25% of the class duration without contacting me, you will be administratively withdrawn from this section. Example: Our class 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.

*select the number of class meetings or required activities that fit your section