

Policy on Retroactive Withdrawals/ Resignations and Withdrawals/ Resignations after Midterm

(Rev. 8/1/08)

Definitions:

- **withdrawal** -- dropping a course or some courses but in the end student maintains more than 0 credit hours.
 - **resignation**--dropping all courses--end result 0 credit hours
 - **retroactive dating**- Establishing an effective date for withdrawal or resignation prior to the date that one is filling out the form—often, prior to midterm. There must be a reason that the forms were unable to be filed at the requested effective date.
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Policy from *Bulletin*:

Withdrawal- No grade penalty is assigned for dropping a course on or before mid-term. A student who withdraws from a course prior to the 15th class day will have no grade assignment; however after the first 15 days a W (withdrawn passing) grade will be recorded for the course. For the summer terms, all withdrawals with no grade assignment must be processed prior to the fifth class day.

Resignation- Students may withdraw without penalty of failure if they resign no later than midterm.

I. After Midterm *Medical* Withdrawal/ Resignation:

- All requests, after midterm, for **medical withdrawals** (physical and/or psychological issues) must be submitted with documentation by the student's Associate Dean to the Program for Students with Disabilities (PSD) for verification of medical documentation and approval.
- In most cases, appropriate medical documentation will lead to a **medical resignation**.

The PSD will notify the student's professors and ask for any additional information about the student's progress in the class/ classes—and to determine the student's grades.

II. All other Withdrawals/ Resignations (non-medical) after Midterm:

- After midterm, **non-medical, withdrawals are not permitted**.
In rare situations, extenuating circumstance-related exceptions should be submitted from the student's Associate Dean, with the student's professor's recommendation, to the Associate Provost for Undergraduate Studies (if the student is an undergraduate or professional student) or to the Dean of the Graduate School (if the student is a graduate student) for consideration. The unit reviewing will contact the faculty member for any information, to determine the student's grades, and for final notification of decision.

- A request for a **resignation which is non-medical**, should be forwarded from the student's Associate Dean, with the student's professor's recommendation and supporting documentation, to the Associate Provost for Undergraduate Studies (if the student is an undergraduate or professional student) or to the Dean of the Graduate School (if the student is a graduate student) for approval.
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III. Retroactive (effective date earlier than date of request) Withdrawals/ Resignations:

- **Retroactive withdrawals/ resignations** are most frequently initiated when a student has documentation from a health professional (doctor/ psychologist, etc.) verifying a medical condition which is confirmed by the Program for Students with Disabilities.
 - When a student initiates any retroactive withdrawal/ resignation, the Associate Dean must determine if the retroactive withdrawal/ resignation is based on a medical or non-medical justification/ explanation.
 - If the retroactive withdrawal/ resignation is **based upon a medical justification/ explanation**, the Associate Dean follows the procedures described above for medical withdrawals/ resignations (ie. submit to PSD). The medical documentation must identify why the student was so impaired that he/she was unable to withdraw/ resign in a timely manner.
 - If the retroactive withdrawal/ resignation is **based upon a non-medical justification/ explanation**, the Associate Dean follows the procedures described above for all other (non-medical) withdrawals/ resignations (ie. submit to Associate Provost for Undergraduate Studies or Graduate Dean). The Associate Provost for Undergraduate Studies or Dean of Graduate School will review the documentation to determine why the student was unable to resign in a timely manner and if an earlier effective date is warranted.
 - If the student's faculty member has left AU, s/he should be contacted by email, by the individual recommending the retroactive withdrawal/ resignation, for information. If the faculty member does not respond, the department head/chair should respond on behalf of the faculty member.
 - Retroactive withdrawals/ resignations should not be undertaken if more than two calendar years have passed since the course(s) was/were taken, without review and approval of the Provost.
 - The Program for Students with Disabilities, Associate Provost for Undergraduate Studies, Graduate School Dean, and Provost (depending upon the situation) have the responsibility for final decisions.
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These procedures will be reviewed after 1 year for assessment.