

Title: Administrative Withdrawal for Non-Attendance	Policy No: 6.6
Category: Registration/Record	Effective: Fall 2003 Effective with 2nd revision Fall 2011; 3rd revision Fall 2012

Policy Statement: An AW is assigned by faculty to a student who never attended a class and who never officially withdrew. For online courses, non-attendance is defined as total non-participation in any course assignment, activity or lesson. Logging into a class does not constitute “attendance.” The appropriate faculty member may submit the Administrative Withdrawal after the last day to drop a class without a grade but before the last day to withdraw for the semester. Students will be charged a fixed rate of 25% per credit hour.*

Background: Currently, students who fail to attend courses in which they have enrolled are awarded a failing grade and charged the full amount for the course. Exceptions, through an appeal process, are made on a case-by-case basis. The process behind each exception request is time-consuming and entails much research on the part of faculty and staff. The number of requests will likely increase due to the elimination of canceling enrollment for non-payment.

The U.S. Department of Education provides the following examples of what constitutes attendance:

- Physical attendance
- Submission of an academic assignment
- Examination, interactive tutorial, or computer-assisted instruction
- Study group interaction assigned for the course
- Participation in an on-line discussion
- Initiation of contact with instructor to ask question about academic matters

Purpose: Reduce the number of appeals for non-attendance, apply a financial consequence for fixed costs associated with the course, and eliminate failing grades for students who never attend class.

Implementation Date: Fall 2003

Related Procedures: Faculty members submit AW in the mid-term grade option in the online grading system.

Coordinating Offices: Enrollment Services, Office of the Bursar

Point-of-Contact for Academic Affairs: Assistant Vice President for Enrollment Management/Registrar

Policy approved by the Vice President for Academic Affairs on May 20, 2003.

Policy revision approved by the Provost/Vice President for Academic Affairs on October 27, 2008.

Policy revision approved by the Provost/Vice President for Academic Affairs on August 4, 2011

Policy revision approved by the Provost/Vice President for Academic Affairs on March 25, 2013

Key Words: Administrative Withdrawal, Late Drop/Withdrawal, Drop for Non-Attendance

*The 25% per credit hour is considered to be an administrative processing fee.