

# Indiana University–Purdue University Indianapolis (IUPUI) 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 all course meetings.

During the fall semester of the 2001-2002 academic year, an Administrative Withdrawal Policy was developed and piloted by University College and the Departments of English, Mathematics and Psychology. The pilot Administrative Withdrawal Policy was developed to help students establish good attendance habits in their freshman year and was implemented in entry-level courses. During the fall semester of the 2002-2003 academic year, the Departments of Communications and Sociology piloted the policy in their entry-level courses. University College staff was responsible for coordinating the administrative withdrawal process with the support of the IUPUI Registrar's Office.

Data collected during this pilot Administrative Withdrawal Policy period indicates that students who demonstrate very poor attendance patterns at the beginning of their semester are very likely to fail or withdraw from all courses. Over 77% of the students who were administratively withdrawn from a pilot course during the fall 2001 semester either failed all of their courses or withdrew from the university by the end of the semester.

## Policy

Students who miss more than 50% of their class meetings of a given section during the first four weeks of the fall or spring semesters may be administratively withdrawn from that course unless documentation of contact with their course instructor, academic unit or academic advisor is provided. Undergraduate students may be administratively withdrawn regardless of class level. This Administrative Withdrawal Policy may be implemented in all undergraduate level courses subject to the following provisions:

- The Administrative Withdrawal Policy must be approved by appropriate faculties in an academic unit for use in all sections of a multi-section course. Administrative withdrawal is not a section-level policy.
- The department chair must contact University College ([gawillia@iupui.edu](mailto:gawillia@iupui.edu) or [hebowman@iupui.edu](mailto:hebowman@iupui.edu)) to place courses on the Administrative Withdrawal official campus list. Courses remain on the list for subsequent semesters unless the department chair requests that the courses be removed.
- The Administrative Withdrawal Policy must be included in the course syllabus with specific language as to the policy. Students must be informed that administrative withdrawal may have an impact on their Financial Aid awards and/or student visa status.

- When an Administrative Withdrawal Policy is utilized, the course instructor must take attendance. The course instructor initiates the administrative withdrawal process and has the right to stop the process at any time.
- The Administrative Withdrawal Policy for each academic unit should include a provision of student notification prior to the administrative withdrawal.
- 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 policies established by each academic unit in consultation with the Registrar's Office.
- Academic units may establish an Administrative Withdrawal Policy more restrictive than provisions outlined by this policy.

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

Approved by IUPUI Faculty Council, May 1, 2003

Approved by Academic Affairs Committee February 21, 2003.

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### **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 four weeks of the semester without contacting me, you will be administratively withdrawn from this section. 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 that fits your section