



# California University of Pennsylvania

## **POLICY: Administrative Withdrawals**

### **A. Purpose & Scope:**

To describe the process and procedure for graduate and undergraduate administrative withdrawals

### **B. Definition(s):**

Withdraw: To cease with attending classes.

Administrative Officer: An official at California University who is responsible for a particular area of the university.

Grade point average: Grade point average is determined by dividing the total number of quality points earned by regular courses at California University of PA by the total number of GPA hours.

Registrar: The officer at California University of PA who keeps the records of enrollment and academic standing.

### **C. Policy:**

The university administration has the authority to withdraw a student from the university and to revoke that student's registration at any time for the following reasons:

- Registration in violation of university regulations (e.g., academic ineligibility to register).
- Failure to comply with academic requirements (e.g. unsatisfactory class attendance, violation of the learning contract for students on academic probation, etc.).
- Failure to pay university tuition and fees by the due date.
- Disciplinary suspension or dismissal for the remainder of an academic term or longer.
- Severe psychological or health problems such that the student cannot be permitted to continue in attendance.
- Other reasons deemed appropriate by the proper administrative officer.

A grade WX is recorded for Administrative Withdrawals. The grade of WX is not computed in the student's grade point average and therefore involves no academic penalty. 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.

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 university prevail.

For Administrative Withdrawals during the first six weeks of a semester or two weeks in a five-week summer session, the grade of WX is recorded for all courses on a student's schedule. No other grades, such as Incomplete, are assigned. After this period, the date of the Administrative Withdrawal and the reason for the withdrawal are considered. 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. Procedure(s):**

A grade WX is recorded for Administrative Withdrawals. The grade of WX is not computed in the student's grade point average and therefore involves no academic penalty. 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.

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- E. Effective date:** 2005-2006 Undergraduate Catalog  
**Updated date:** April 24, 2012  
**Amended Date:**