



ADMINISTRATIVE WITHDRAWAL POLICY

A. Purpose & Scope

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

B. Definition(s)

- a. Withdraw: To cease with attending classes.
- b. Administrative Officer: An official at California University who is responsible for a particular area of the university.
- c. 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.
- d. 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:

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

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.

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 Affairs 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.

For Administrative Withdrawals related to unpaid balances for the current term, to retain courses the student is required to pay a minimum of \$500 toward their outstanding balance and complete a financial clearance process with the Office of Student Accounts. Student Accounts will require the student demonstrate a financial plan that will cover the entire outstanding balance either via financial aid and or payment.

Examples of acceptable financial sources include:

- Any combination of approved student loans,
- Approved parent loans,
- An accepted University Payment Plan - monthly payment plan contract and down payment has been made.
- Documented federal and state aid.
- Payment in full by Cash, Check, Money Order, Wire Transfer.

Please Note: If the student is not able to demonstrate a financial plan, he or she will be administratively withdrawn (i.e. the student will not be allowed to attend classes, rehearsals, or auditions or participate in any other University student activities). In addition, he/she will not be allowed to reside in a Residence Hall nor use a meal plan.

A student with an outstanding balance greater than \$500 from a prior semester will not be allowed to register for the next semester until the prior outstanding balance has been paid. If a student is registered prior to having the prior balance hold placed on their account, the student is subject to be administratively withdrawn.

E. Effective date: 2005-2006 Graduate Catalog

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by: President's Cabinet