

**University Academic Affairs Motions**  
**11/17/15**

**A. UMW Policy on Retroactive  
Administrative Withdrawals**

**UMW Policy on Retroactive Administrative Withdrawals**

DRAFT 4

**Rationale:**

For many years, requests for “late withdrawals” (i.e. after the conclusion of the grading period) for nonacademic reasons have been received and reviewed by the Office of Academic Services. The director considered such requests and made a determination, based upon available evidence (including the student’s written rationale, supporting documentation submitted with the appeal, appropriate evidence contained in the student’s records, and/or testimony by a member of the University Community) and forwarded the recommendation to the Registrar’s Office.

There has never been a policy or procedure for consideration of such requests, rare as they may be (approximately a dozen per year) This policy statement outlines the terms and procedures for consideration of such requests and provides guidance regarding the necessary documentation to be submitted and the deadlines and notification requirements to be followed. Even though administrative withdrawal cases are rare, the circumstances surrounding them are complicated and need to be handled sensitively.

**Policy Statement for the Catalog:**

**Administrative Withdrawal (Non-Academic).** After the last day to withdraw from the term has passed, a student may petition the University for a retroactive administrative withdrawal from all courses in a given term for substantiated *nonacademic* reasons. *Nonacademic* reasons include matters such as hospitalization, debilitating mental illness, incarceration, or a family crisis. Administrative withdrawals of this nature are extremely rare and require appropriate and detailed documentation including a rationale explaining why the student was unable to withdraw by the last day of classes.

Petitions for Non-Academic Administrative withdrawals are initiated by the student through the Office of Academic Services on the “General Request Form.” Students must provide both a written rationale and appropriate supporting documentation (e.g. the written recommendations of a health services or mental health professional). The rationale must also explain why the student did not submit the withdrawal request before the last day of classes of the term in question.

All petitions for retroactive withdrawals must be made prior to the last day of classes in the subsequent semester. Partial retroactive withdrawals (i.e. from only some courses) are

not offered and all grades for the semester in question will be indicated as a W if the petition is approved.

Following receipt of the appeal, the Director of Academic Services will initiate a formal review of the request. The petition will be considered by a committee consisting of the Director of Academic Services, the Registrar, the Dean of Student Life, and the chair of the University Academic Affairs Committee. At the conclusion of this process, the Director of Academic Services will communicate the outcome of this review to the student in writing.

If the retroactive withdrawal is approved, the faculty members of the courses in which the student was withdrawn will be notified by the Director of Academic Services. The explanation provided will indicate simply that the withdrawal was done for substantiated non-academic reasons and was approved following careful review of documentation submitted. The nature of the reasons behind the withdrawal action will not be disclosed.

UMW's standard refund schedules apply to retroactive administrative withdrawals and no special refunds or financial considerations will be offered. In addition, financial aid considerations, such as failing to maintain Satisfactory Academic Progress (SAP) and federal refund calculations will apply to administrative withdrawals. Students who receive retroactive administrative withdrawals will experience some adjustments or cancellations of their financial aid so it is recommended that they contact the Office of Financial Aid.

The Office of the Registrar shall be responsible for reporting annually to the Academic Affairs Committee of the University Faculty Council the number of retroactive administrative withdrawal petitions received and granted in a given academic year.

**Review by:**

- Office of the Registrar (10/26/15)
- Office of Academic Services (10/26/15)
- Office of Financial Aid (10/30/15)
- Division of Student Affairs (11/1/15)

