I. POLICY

A. The Office of the Associate Provost is responsible for issues concerning administrative withdrawals. This MAPP lists the policies and procedures for administrative and medical withdrawals from classes at Lamar University.

II. PURPOSE AND SCOPE

A. The rationale for the policy is stated, including reference to related regulations or policies, as needed. The scope or applicability of the policy is defined.

III. DEFINITIONS

A. Definitions. Key terms used in the policy are defined, especially terms critical to understanding the policy, specific to this policy, or unfamiliar readers.

1. Withdrawal. When a student drops all classes and withdraws from the university due to extenuating circumstances. The student initiates withdrawals, except in the case of disciplinary or medical reasons, when the appropriate university official may withdraw a student.

2. Medical withdrawal. The student presents information and evidence documenting the detrimental impact a medical situation has had on his/her/their successful completion of a term.

3. Administrative withdrawal. The student presents information and evidence documenting a non-medical extenuating circumstance that has had a detrimental impact on his/her/their successful completion of a term.

IV. POLICY ROLES AND RESPONSIBILITIES

A. Individuals and their responsibilities pertinent to this policy.

1. Faculty member. The individual identified as instructor of record on the courses for which an administrative withdrawal is requested.

2. Associate Vice President and Dean of Students. The individual who will receive initial requests for consideration of a medical withdrawal.

3. Executive Director, Health, Wellness, and Accessibility. The appropriately credentialed individual who will assess documentation and information provided to the Dean of Students...
in the medical withdrawal process.

4. **Department chair / program director.** The unit administrator supervising the faculty members who have been asked to consider an administrative withdrawal for non-medical reasons.

5. **College dean.** The college administrator supervising the department chair / program director.

6. **Associate provost.** The academic affairs officer who will receive administrative and medical withdrawal approvals from the Dean of Students and College dean.

7. **Registrar.** The individual responsible for making approved changes to the student information.

V. **PROCEDURES**

A. To initiate an appeal to withdraw from all classes after the last day to drop or withdraw without academic penalty or semester has ended, the student must follow the following guidelines.

1. **Administrative withdrawal.**
   - A written letter of appeal describing extenuating circumstances that occurred within the semester(s) for which they are seeking Administrative Withdrawal; and
   - Documentation of extenuating circumstances. Examples include:
     - A university error:
       - The course syllabus, departmental calendar, or similarly related publication contained an incorrect deadline.
     - University faculty or staff acknowledge providing incorrect information to the student.
     - Active Military Duty;
     - Death in the immediate family, defined as a family member within one degree of separation from the student; or
       - Student’s parent or step-parent;
       - Student’s sibling or step-sibling;
       - Student’s spouse or partner; and/or
       - Student’s child or step-child.
     - Natural catastrophe or disaster.

2. **Medical withdrawal**
   - A written letter of appeal describing extenuating medical circumstances that occurred within the semester(s) for which they are seeking Administrative Withdrawal; and
   - Documentation of medical condition that made it impossible for a student to withdraw from the university by the stated deadline. Examples of documentation required include but are not limited to:
     - Medical diagnosis;
     - Disability diagnosis; and/or
     - Hospital bill.

VI. **ADDITIONAL SECTION(S) IF NEEDED**

A. **Deadline for submission of an administrative withdrawal request.** Administrative withdrawals (including medical withdrawals) must be submitted by the end of the semester following extenuating circumstances prohibiting successful completion of the term. As an example, if a student experiences an extenuating circumstance meriting consideration of an administrative withdrawal in the fall or spring the student must complete the withdrawal request process prior to...
the end of the subsequent spring or fall semester, respectively.

B. **Tuition and fee reimbursements as a result of administrative withdrawal.** Costs will be refunded only if the date falls within the published refund period as noted on the university website.

C. **Appealing medical withdrawal decisions.** If the chief medical officer does not approve a withdrawal request due to an extenuating circumstance associated with a physical or mental health condition, he/she/they will report findings to the Dean of Students. The final decision regarding this matter resides at the Associate Provost level and there will be no further appeal from this step.

D. **Appealing non-medical withdrawal decisions.** The student has the option of appealing a denial of an administrative withdrawal from the faculty member to the department chair / program director and from the academic unit to the college dean. The final decision regarding this matter resides at the college level and there will be no further appeal from this step.

E. **Withdrawals processed after the automatic “W” period, but prior to the withdrawal deadline** (two weeks prior to the start of final exams for fall and spring (16-week) semesters and one week prior to the start of final exams for eight-week, five-week, and summer terms) will be assigned a grade by the instructor during the grading process. The only options for grading would be receiving the earned grade as of the date of withdrawal.

1. **If the student is passing the class on the official date of drop or withdrawal,** a “Q” grade will be assigned.
2. **If the student is not passing the class on the official date of drop or withdrawal,** an F grade will be assigned.

VII. **Withdrawal requests for completed parts of term**, i.e., grades already submitted for courses that end before the current part of term's end date - such as first 8-week courses during the second 8 week part of term, or first 5-week courses during the second or third 5-week part of term - will not be impacted by a withdrawal request.

VIII. REFERENCES

IX. REVIEW AND RESPONSIBILITY

Reviewers: Associate Provost (senior reviewer of this MAPP) 
Associate Vice President and Dean of Students 
Registrar 
Provost

Review Schedule: August 1 E3Y

X. APPROVAL

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<thead>
<tr>
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REVISION LOG

This table tracks the creation and revision history of the policy. All MAPP policies must have a complete Revision Log to ensure an accurate history of the policy. The Revision Log is formatted as follows:

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<thead>
<tr>
<th>Revision Number</th>
<th>Date</th>
<th>Description of Changes</th>
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<td>Policy submitted for review.</td>
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<td>(sample) Initial version approved by President.</td>
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<td>2</td>
<td>mm/dd/yyyy</td>
<td>(sample) Policy was revised to ....</td>
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<td></td>
<td>(sample) The following changes were made ....</td>
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APPENDICES

When necessary, documents referenced within or in support of a policy may be attached. These appendices should be attached after the Revision Log. Appendices should be clearly labeled and readable.