

ADMINISTRATIVE WITHDRAWAL POLICY

Policy Scope

The following policy applies to all UNMC students. This policy applies to withdrawal from courses or the institution.

Policy Statement

Students may be administratively withdrawn from the term or UNMC for non-academic reasons. These reasons include but are not limited to violation of non-academic policies such as failure to pay tuition and fees; non-enrollment; UNMC disciplinary procedures; death of the student; noncompliance with Student Health policies; or inability to complete a course due to military deployment. Administrative withdrawals must be initiated and approved by the Chief Student Affairs Officer or a College Dean (or designee).

Procedure

1. A Change of Status form indicating administrative withdrawal will be completed by the department initiating the withdrawal. A selection that this is an administrative withdrawal, a withdraw effective date, list of courses that need to be dropped, and the reason for the withdrawal will be noted on the form.
2. The change of status will be entered into the student information system by the UNMC Registrar or designee, and a notation of Withdrawn will be placed on the student's transcript. Grades of WX will be assigned for any courses withdrawn from after the semester Add/Drop period ends and any refund will be calculated based on the Tuition Refund Schedule.

Upon completion of the Administrative Withdrawal, relevant offices are notified.

Effective Date: 1/1/2013

Revised Date: 3/20/2023

Policy Process Applied: Standard

Policy Review Cycle: Three Years

Responsible University Administrator(s): Dr. Philip Covington, Associate Vice Chancellor of Student Success

Responsible University Office(s): Office of Academic Records

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