

Policy on Retroactive Withdrawals/ Resignations and Withdrawals/ Resignations after Midterm

Definitions:

- **withdrawal** -- dropping a course or some courses but in the end student maintains more than 0 credit hours.
- **resignation**--dropping all courses--end result 0 credit hours
- **retroactive dating**- Establishing an effective date for withdrawal or resignation prior to the date that one is filling out the form—often, prior to midterm. There must be a reason that the forms were unable to be filed at the requested effective date.

Policy:

Withdrawal- No grade penalty is assigned for dropping a course on or before midterm. A student who withdraws from a course prior to the 15th class day will have no grade assignment; however after the first 15 days a W (withdrawn passing) grade will be recorded for the course. For the summer terms, all withdrawals with no grade assignment must be processed prior to the fifth class day.

Resignation- Students who wish to resign from all courses for a term should contact their deans. To avoid complications with student financial aid and other matters, resignations should not be done on the Web. Students may withdraw without penalty of failure if they resign no later than midterm, a date specified in the university calendar. After this date, the dean will obtain from the student's instructors his or her scholastic standing at the time of resignation, and report it to the Office of the Registrar. If the student is failing in over half of the work (not counting any courses for which the student has already received a W), the number of hours reported as failing will be counted as credit hours attempted and will be included in academic eligibility calculations and grade point computation. Those hours reported as passing will be dropped and will not be counted in the grade-point computation. Furthermore, if a student has been placed on academic suspension at the end of the last term in residence prior to the resignation, the dean will review the grades and determine whether the student will be placed on further academic suspension.

I. After Midterm Medical Withdrawal/ Resignation:

- All requests, after midterm, for **medical withdrawals** (physical and/or psychological issues) must be submitted with documentation by the student's Associate Dean to the Office of Accessibility (OA) for verification of medical documentation and approval.
- In most cases, appropriate medical documentation will lead to **a medical resignation**.
- The OA will notify the student's professors and ask for any additional information about the student's progress in the class/ classes—and to determine the student's grades.

II. All other Withdrawals/ Resignations (non-medical) after Midterm:

- After midterm, **non-medical withdrawals** are not permitted, except in extraordinary circumstances.
- In rare situations, extenuating circumstance-related exceptions should be submitted from the student's Associate Dean, with the student's professor's recommendation, to the Provost's designee (if the student is an undergraduate or professional student) or to the Dean of the Graduate School (if the student is a graduate student) for consideration. The unit reviewing will contact the faculty member for any information, to determine the student's grades, and for final notification of decision.
- Personal withdrawals after midterm should only be recommended in cases where there is documentable university error or documentable personal circumstances that clearly impede the student's ability to maintain the existing course load. Instructors should be aware they do not have the authority to promise students after midterm personal withdrawals as these must be approved by the associate dean and the designee from the Office of the Provost. Poor performance in a class, with the absence of documentable extenuating circumstances is not grounds for withdrawal after midterm.
- A request for **a resignation which is non-medical**, should be forwarded from the student's Associate Dean, with the student's professor's recommendation and supporting documentation, to the Associate Provost for Undergraduate Studies (if the student is an undergraduate or professional student) or to the Dean of the Graduate School (if the student is a graduate student) for approval.

III. Retroactive (effective date earlier than date of request) Withdrawals/Resignations:

- **Retroactive withdrawals/ resignations** are most frequently initiated when a student has documentation from a health professional (doctor/ psychologist, etc.) verifying a medical condition which is confirmed by the Office of Accessibility.
- When a student initiates any retroactive withdrawal/ resignation, the Associate Dean must determine if the retroactive withdrawal/ resignation is based on a medical or non-medical justification/ explanation.
- If the retroactive withdrawal/ resignation is based upon **a medical justification/explanation**, the Associate Dean follows the procedures described above for medical withdrawals/ resignations (i.e. submit to OA). The medical documentation must identify why the student was so impaired that he/she was unable to withdraw/ resign in a timely manner.
- If the retroactive withdrawal/ resignation is based upon a **non-medical justification/explanation**, the Associate Dean follows the procedures described above for all other (non-medical) withdrawals/ resignations (i.e. submit to the Provost's designee or Graduate Dean). The Provost's designee or Dean of Graduate School will review the documentation to determine why the student was unable to resign in a timely manner and if an earlier effective date is warranted. Non-medical retroactive withdrawals/resignations must be initiated no later than the student's next term in residence at Auburn.

- If the student's faculty member has left AU, he or she should be contacted by email, by the individual recommending the retroactive withdrawal/ resignation, for information. If the faculty member does not respond, the department head/chair should respond on behalf of the faculty member.
- Retroactive withdrawals/ resignations should not be undertaken if more than two calendar years have passed since the course(s) was/were taken, without review and approval of the Provost.
- The Office of Accessibility, the designee from the Provost's office, Dean of the Graduate School, and Provost (depending upon the situation) have the responsibility for final decisions.
- Non-medical withdrawals/resignations must be initiated no later than the student's next term in residence at Auburn.

(Rev. 1/30 /11)