

Administrative Withdrawal Procedure

A student may be administratively withdrawn from the University at any time either during the current enrollment session through either the Vice President for Student Affairs and/or Vice President for Academic Affairs, in coordination with the Director of Academic Records, Director of Student Success, Director of Extended Learning, Director of Financial Aid, and Business Office Controller. Requests for an administrative withdrawal may be initiated by an instructor, an advisor, an appropriate administrator, or directly by the student. If it is determined that an administrative withdrawal may be warranted, the following process may be implemented:

1. An official notice will be sent to the student's Mayville State email account by either the Vice President for Student Affairs, the Vice President for Academic Affairs, or their designee, stating that the administrative withdrawal process has been initiated.
2. A student will have an opportunity to respond back to the concerns warranting the administrative withdrawal and outline a reasonable plan for successfully attending and completing coursework for the semester. Students are required to respond within the timeframe outlined in the notice, which is typically 48 hours of the date and time the notice is sent.
3. If a student does not respond back to the notice and fails to communicate by the time period outlined in policy, the administrative withdrawal process will move forward.
4. If, in the determination of the Vice President for Student Affairs, the Vice President for Academic Affairs, or their designee, the student has a sufficient plan or means to be successful within the course(s) in question, the University may allow the student to remain registered. A Student Success Plan may be established, which the student must agree to, in order for the student to remain enrolled in the course(s). Not being in accordance with or not completing the Student Success Plan will result in the administrative withdrawal process beginning again or additional conditions or academic sanctions being placed upon the status of the student.
5. If, in the determination of the Vice President for Student Affairs, the Vice President for Academic Affairs, or their designee, the student does not have a sufficient plan or means to be successful within the course(s) in question, the University will proceed with an administrative withdrawal.
6. The Office of Academic Records will be contacted with a written request to administratively withdraw the student. A copy of the request will be placed in the student's permanent file. A student will receive a "W" for all courses for which the administrative withdrawal was applicable.
7. Instructors of courses whom the student is enrolled will be notified regarding the administrative withdrawal of the student.
8. Depending on the student's situation, other offices within the University may be notified regarding the administrative withdrawal as it may impact the student's financial situation and overall status as a student. These offices include, but are not limited to: Financial Aid, Student Life, and the Business Office.

As each student's financial aid package is unique, a student should consult the Office of Financial Aid to determine the full impact an administrative withdrawal may have on their

financial situation. General information regarding refunds may be found at:
<http://www.mayvillestate.edu/current-students/paying-school/business-office/refunds/>.

Additionally, students should be aware that an administrative withdrawal may impact their ability to:

- Remain in campus housing;
- Remain on a meal contract;
- Attain financial aid in the future;
- Be eligible to participate in athletics and other co-curricular or extra-curricular activities; and,
- Have their academic transcript and student record issued or sent to a different school, if the student has any MSU bills.

Adopted: September 2016

Sponsor: Vice President for Student Affairs and Vice President for Academic Affairs