

# PETITION FOR ADMINISTRATIVE WITHDRAWAL

## POLICY SUMMARY

A petition for an administrative withdrawal (AW) must meet all of the following conditions:

1. The student encountered extreme extenuating circumstances or an emotional or personal tragedy beyond the student's control (e.g., the death of an immediate family member, a severe illness or incapacitation, a debilitating accident) that severely affected the student's academic performance during a prior semester. The student must provide documentation of the nature and extent of these circumstances.
  2. Administrative withdrawals are not for situations where students simply performed poorly, took on more work than they could handle, stopped going to classes, wanted to make "minor adjustments" to their transcripts, or otherwise performed below expectations.
  3. The student must have been in good academic standing (GPA of 2.0 or better) the semesters before and after the semester under review (with a minimum of nine credit hours if fall or spring or a minimum of six credit hours if summer). Final grades from the subsequent semester must be posted before an administrative withdrawal can be approved.
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