

## **Administrative Withdrawal from all Classes**

Students who face circumstances beyond their control that a) make it necessary for them to withdraw from the semester after the Automatic Withdrawal deadline, or b) caused them to receive failing grades for a prior semester, may request an administrative withdrawal from all of their classes from the Associate Vice Chancellor for Student Affairs (AVCSA). The request should specify why an exception to the campus withdrawal policy should be made, including the reason the student did not withdraw prior to the deadline, and should include appropriate documentation. In circumstances when a medical problem necessitates the withdrawal, the request must be accompanied by a signed statement from the student's attending health care professional indicating that, in their opinion, a medical condition interfered with the student's ability to successfully complete the semester or to withdraw prior to the deadline.

The financial consequences of administrative withdrawals from courses are the same as those for standard withdrawals from courses. If the semester in question is within the past year, the student must provide documentation from each of their instructors indicating the last day they attended each class.

After the request has been submitted, the AVCSA (or delegate) will review the documentation and determine whether to recommend a grade of W for the course(s). The AVCSA may invite the academic unit(s) to verify the events in question. Before requesting a grade change by the Registrar, the AVCSA must gain the approval of the Assoc. Vice Chancellor of Academic Affairs (or delegate).

With this policy, no grades may be changed more than four (4) years from the last day of classes for the semester in question, barring extreme circumstances.

## SEMESTER ADMINISTRATIVE WITHDRAWAL REQUEST

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

Preferred phone number \_\_\_\_\_ Preferred email address \_\_\_\_\_

I request administrative withdrawals from **all** of my classes for the \_\_\_\_\_ (semester) \_\_\_\_\_ (year). I have outlined below the circumstances that (choose one): a) \_\_\_\_ make it necessary for me to withdraw from the current semester after the Automatic Withdrawal deadline, or b) \_\_\_\_ caused me to receive failing grades for a prior semester.

I have attached documentation that supports my case. Medical documentation should be in the form of a letter from a medical professional indicating that the student became ill after the deadline and so was unable to follow the withdrawal procedures. Do not send documentation with information that can only be interpreted by a medical professional.

***I have consulted the Office of Financial Aid and Scholarships and I understand that if I received any financial aid for the semester in question, my aid may be returned to the funding source and I may owe money back to IU Northwest.***

Signature \_\_\_\_\_ Date \_\_\_\_\_