

EASTERN MICHIGAN UNIVERSITY
DIVISION OF ACADEMIC AFFAIRS

INSTRUCTIONS FOR UNDERGRADUATE ADMINISTRATIVE WITHDRAWALS

[Eastern Michigan University policy provides undergraduates an opportunity to withdraw from individual classes automatically during the first two-thirds of the term. Subsequent to that period, students can withdraw only if they have special extenuating circumstances, of recent occurrence, which clearly prevent them from completing the course in question. Withdrawals are not automatic. The Assistant Director of Academic Advising will review your request to determine whether the reasons and documentation are sufficient.]

1. Fill out the withdrawal request form (attached). Be aware of the possible implications of withdrawals on financial aid, housing, insurance, and other services. Athletes cannot withdraw without permission from Intercollegiate Athletics.
2. Write a brief explanation of your special circumstances. These circumstances must have occurred since the end of the automatic withdrawal period. Any failure to properly drop or withdraw at an earlier time *will not* be considered sufficient as a reason. Grade performance *will not* be considered a special circumstance.
3. Extenuating circumstances are those that clearly prevent you from completing course work or examinations, or that now prevent you from attending class. Such circumstances usually involve a significant illness, a family crisis, a mandatory change of work schedule, or another type of emergency. Such circumstances must have developed recently, not early in the term.
4. Strong recommendations from instructors and department heads will also be considered as extenuating circumstances, when such recommendations are meant to resolve a significant administrative problem, rather than to address the issue of poor performance alone.
5. Documentation is mandatory. If you do not provide documentation of your circumstances, your request will automatically be denied. Documentation must be from a source other than you and must serve to confirm or verify the circumstances you have described. Documentation must be the original rather than a copy of a document, except for death certificates or obituaries. Usually the documentation will be summary letters from professionals, such as doctors, attorneys, therapists, work supervisors, or clergy; in cases under #4 above, an appropriate letter from faculty or a department head will suffice.
6. Return the form and attached materials to the Academic Advising Center (301 Pierce Hall) by the established deadline. Decisions normally will not be made instantly. You may return the next working day to learn of the decision. Because of federal privacy laws, decisions regarding a withdrawal must only be given to you in person after you have presented proper picture identification.
7. You must continue attending class until a decision has been made. If you discontinue attending class and are not withdrawn, you may risk negative grade consequences, in accordance with attendance and final examination regulations.

Eastern Michigan University
Academic Advising Center
UNDERGRADUATE ADMINISTRATIVE WITHDRAWAL REQUEST FORM

Student Name: _____ Student Number: _____

Course Prefix: _____ Course Number: _____ Sect. Number: _____ Term: FA WI SP SU Year: _____

During the Administrative Withdrawal period, undergraduates may withdraw from individual classes only when special extenuating circumstances exist outside of the classroom, which clearly prevent the student from completing the course work as planned. It is not possible to withdraw based on grade performance. Non-attendance is not considered an extenuating circumstance, nor is an error in withdrawing during the program adjustment period. The form and all attached material must be returned to the Academic Advising Center (301 Pierce Hall) by the established deadline.

Please note that individual class withdrawals may have a significant impact on financial aid, housing, health insurance and other services, especially when such withdrawals bring the total term credits to less than those required to be full-time. Student athletes must contact Intercollegiate Athletics before withdrawing from any classes.

To submit this request:

Fill out the top portion completely and accurately. Attach a brief explanation of your circumstances. You must also attach appropriate documentation, usually a letter from a professional source, such as a doctor, lawyer, faculty member, or work supervisor. Documentation must be original and verifiable (include phone numbers). *Falsification of any information on this form or documentation will be considered a violation of the Student Conduct Code and appropriate measures will be taken.*

OFFICE USE ONLY		
<input type="checkbox"/> Approved <input type="checkbox"/> Denied Initials: _____		
Comments:		
White: AAC	Yellow: Department	Pink: Student

**Eastern Michigan University
Division of Academic Affairs**

***PROPOSED WITHDRAWAL POLICY
UNDERGRADUATE/GRADUATE***

Withdrawal From Class

After the 100% drop deadline, there is a period for withdrawal from classes. Withdrawal results in a “W” on the student’s academic record. Individual course withdrawal will produce no tuition credit or refund.

Students may withdraw from individual classes by touch-tone phone or at the Records and Registration Office service counter, 303 Pierce Hall, through the tenth week of classes.

Administrative Withdrawal

After the tenth week of classes, a “W” may be granted during this period to students because of unexpected emergency circumstances which have arisen that prevent the student from completing the work of the course. These circumstances must be specific and verifiable.

The decision on awarding the “W” will be made by the Director of the Academic Services Center or the Director’s designee. If the application is denied and the student fails to complete the work of the course successfully, a grade of “E” will be recorded by the instructor.

After the tenth week, the withdrawal request must be initiated at the Academic Services Center. The decision made on the request will be communicated in writing both to the student and to the instructor in question.

Students should not stop attending class until they have received official notice that their requested withdrawal has been approved. If students discontinue attending a class without officially withdrawing from the class and do not take the final examination, University policy requires that the instructor assign a grade of “E” for the course.

When withdrawal from the class brings the student’s academic load below the minimum number of hours necessary to qualify as a full-time student for University housing, scholarship aid, student loans, or any other benefit he or she enjoys for which academic enrollment was a prerequisite, the University may at its option take any or all of the following steps:

1. Deny permission to withdraw
2. Cancel the benefits as of that date

3. Declare the student ineligible for present and/or any future benefits of a similar nature

4. Deny permission to re-enroll in subsequent semesters.

The following is a list of the approved circumstances that may result in a student receiving a “W” in a class after the tenth week of classes.

1. A recent illness of more than a week under a doctor’s care - must be documented
2. A recent and significant change in work schedule - must be documented
3. A recent and significant personal crisis - must be documented
4. A recent and significant family crisis - must be documented
5. Military service
6. Discretionary recommendation from a department head and/or dean

(E:/Hsmith/Policies/WithdPol.wdp)