



**BOISE STATE UNIVERSITY**

University Policy 4185

## Administrative Withdrawals

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### **Effective Date**

December 2010

### **Last Revision Date**

March 2020

### **Responsible Party**

Vice President for Student Affairs and Enrollment Management, (208) 426-2384

### **Scope and Audience**

This policy applies to all University students.

### **Additional Authority**

- University Policy 2020 (Student Code of Conduct)
  - University Policy 2050 (Maintaining Instructional Order)
  - University Policy 3000 (Academic Probation and Dismissal)
  - University Policy 4190 (Faculty-Initiated Withdrawal)
  - University Policy 12050 (Behavioral Intervention and Threat Assessment)
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## **1. Policy Purpose**

To outline the University's procedure for partial or complete administrative withdrawals that are not covered under University Policy 4190 (Faculty-Initiated Withdrawal).

## 2. Policy Statement

This policy provides University administrators with a procedure to cancel or withdraw a student from one or more courses due to non-compliance with academic, behavioral, financial, or legal requirements.

## 3. Authority

The Vice President for Student Affairs and Enrollment Management or designee has the final authority to enforce this policy. The Registrar's Office completes the withdrawal process upon receipt of a written authorization from the Vice President for Student Affairs and Enrollment Management or designee.

## 4. Requirements

A student may be administratively withdrawn from one or more courses, administratively removed from an academic program, or prevented from re-enrollment for one or more of the following reasons:

- a. An overdue or delinquent financial account
- b. Failure to comply with a legal obligation owed to the University
- c. Non-compliance with, or failure to meet requirement(s) for or expectation(s) of a specialized program or a Graduate Program expectation (e.g., malpractice insurance, background check, etc.)
- d. Non-attendance (see University Policy 4190 – Faculty-Initiated Withdrawal)
- e. Records maintenance
- f. Falsification and/or omission of information provided to the University, including failure to provide accurate and complete information on the admissions application;
- g. A Student Code of Conduct sanction
- h. Exhibiting behavior which constitutes a danger to oneself, others, or University property;
- i. Failure to meet academic standards

## 5. Procedure for Initiation and Approval/Denial of Request

### 5.1 Initiation of Request

- a. A requesting unit (e.g., academic program, academic department, administrative office, etc.) administrator must ensure a request for administrative withdrawal meets one of the reasons under Section 4.a.-f. of this policy.
  - (i.) To initiate a request, the unit administrator must submit, in writing, the request for approval to their Vice President or Dean. If approved, the request will be forwarded to the Vice President for Student Affairs and Enrollment Management, or designee, for review and final approval, which may include consultation with any University employee.
  - (ii.) The written request must contain the following information:
    - Full name of the student;
    - Student Identification Number;
    - Reason for the request from Section 4.a.-f. of this policy; and
    - Efforts undertaken to contact the student to remedy the situation and the result.
  - (iii.) The requesting unit administrator should submit, with the written request, any supporting documentation.
- b. To initiate a request for a reason under 4.g.-i., refer to the following policies:
  - 4.g. - University Policy 2020 (Student Code of Conduct)
  - 4.h. - University Policy 2050 (Maintaining Instructional Order)
  - 4.i. - University Policy 3000 (Academic Probation and Dismissal)

### 5.2 Approval/Denial of Request

- a. Within five (5) University business days of receiving the written request from the unit administrator, the Vice President for Student Affairs and Enrollment Management, or designee, will notify the student of the request by emailing the student's Boise State

University email address and copying the requesting unit administrator. The notice will include:

- The specifics of the request;
  - The requesting unit, and
  - Any available opportunity remaining to correct the issue and the deadline for completion, not to exceed 15 University business days.
- b. If the Vice President for Student Affairs and Enrollment Management, or designee, denies the request, the requesting unit administrator will be notified.
- c. If an opportunity is available to correct the issue, and the student corrects the issue by the deadline, the Vice President for Student Affairs and Enrollment Management, or designee, will notify the requesting unit administrator and the student in writing that the issue is corrected.
- d. If the student fails to timely correct the issue when provided an opportunity, or there is no opportunity to correct the issue and the request for administrative withdrawal is approved, the Vice President for Student Affairs and Enrollment Management, or designee, will notify in writing, the Registrar's Office, the requesting unit administrator, and the student at the student's Boise State University email address.

## 6. Related Information

University Policy 3110 (Student-Initiated Withdrawal)

University Policy 3170 (Limit on Number of Withdrawals)

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## Revision History

December 2010; March 2020