

ADMINISTRATIVE WITHDRAWAL POLICY AND PROCEDURE

Timely class attendance and participation correlate with academic success and relationship building. To support these goals, Walsh University has adopted the following attendance/participation policy for in person, online, and hybrid courses.

After one written warning to the student, and with appropriate notice of such practice in the syllabus, an instructor may submit a Request for Administrative Withdrawal (Non-Attendance) (<https://walshcentral.etrive.cloud/Index/#/form/19>) for a student from a course after unexcused non-attendance and/or non-participation in at least 20% of the cumulative course hours/assessments, including missed hours/assessments due to unexcused tardiness. Excused absences from class include university approved activities with written approval from coaches, faculty, or other university leaders. Instructors have discretion related to other excused absences as well as required documentation for these absences. Make sure to communicate with your instructors regarding missed classes and required documentation.

The following is a breakdown of 20% of nonattendance/nonparticipation:

- Seven-week course: Four cumulative unexcused hours and/or 20% of assessment points up to two weeks prior to the end of the semester.
- Eight-week course: Six cumulative unexcused hours and/or 20% of assessment points up to two weeks prior to the end of the semester.
- Sixteen-week course: Nine cumulative unexcused absences and/or 20% of assessment points up to two weeks prior to the end of the semester.

Administrative withdrawals will not be permitted after the last day to withdraw from the term (per appropriate term of the Academic calendar) without permission of the Associate Vice President of Academic Administration. Refer to the academic calendar for specific dates. A student who is administratively withdrawn from a class will receive a final grade of W (withdrawal).