

Administrative Withdrawal Procedure

A student may be administratively withdrawn from the University at any time during the current enrollment session. This action may be initiated by the Dean of Students, Vice President for Academic Affairs, in coordination with the Director of Academic Records, Director of Financial Aid, and Business Office Controller.

Requests for an administrative withdrawal may be initiated by:

- an instructor,
- an advisor,
- an appropriate administrator, or
- the student.

If it is determined that an administrative withdrawal may be warranted, the following process may be implemented:

1) Initiation of Withdrawal Process

- a) An official notice will be sent to the student's Mayville State email account by the Dean of Students, Vice President for Academic Affairs, indicating that the administrative withdrawal process has been initiated.

2) Student Response Opportunity

- a) The student will have an opportunity to respond to the concerns outlined in the notice and propose a reasonable plan for successfully attending and completing coursework for the semester.

3) No Response from Student

- a) If the student does not respond within the specified timeframe, the administrative withdrawal process will proceed.

4) Evaluation of Student Plan

- a) If the student responds, the Dean of Students or Vice President for Academic Affairs will evaluate the proposed plan.
 - i) If the plan is deemed sufficient, the student may remain enrolled

- ii) A Student Success Plan may be established, which the student must agree to and follow.
- iii) Failure to comply with the Student Success Plan may result in re-initiation of the administrative withdrawal process or additional academic sanctions.

5) Processing the Withdrawal

- a) A written request will be submitted to the Office of Academic records to process the administrative withdrawal.
 - i) A copy of the request will be placed in the students permanent file.
 - ii) The student will receive a grade of “W” for all applicable courses.

6) Notification

- a) Instructors,
- b) Business Office,
- c) Advisor,
- d) Financial Aid, if necessary
- e) Student Life, if necessary

As each student’s financial aid package is unique, a student should consult the Office of Financial Aid to determine the full impact an administrative withdrawal may have on their financial situation.

Additionally, students should be aware that an administrative withdrawal may impact their ability to:

- f) Remain in campus housing;
- g) Remain on a meal contract;
- h) Attain financial aid in the future;
- i) Be eligible to participate in athletics and other co-curricular or extra-curricular activities.

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Revised: October 27, 2025

Sponsor: Dean of Student Affairs and Vice President for Academic Affairs