



## **Administrative Withdrawal Policy**

**Administrative policy approved August 5, 2022. Effective immediately.**

**Revision history:** This policy clarifies information about administrative withdrawals that had been included in the Student Handbook (before the 2022–2023 academic year) and referred to in other policies; technical edits were made in August 2023

**Related policies:** Attendance Policy; Religious and Cultural Observances Policy

**Scheduled Review Date:** June 2025 (Student Services Office)

### **A. Definition and Overview**

Under Southwestern’s Attendance Policy, a student enrolled in a course at Southwestern Law School may be administratively withdrawn when absent for more than 20% of regularly scheduled class sessions in that course. Students enrolled in a January intersession or mini-term course must attend all class sessions to receive academic credit.

Being administratively withdrawn means the student will not receive academic credit for a course. The administrative withdrawal will appear as “WA” on the student’s transcript. Students administratively withdrawn from a required course must repeat that course during the next possible term unless the Associate Dean for Student Services approves the student taking the course in a different term for a compelling reason.

As noted in the Attendance Policy, any absence counts toward the maximum of 20% of permitted absences.

### **B. Process**

When a student has exceeded the permissible absences for a class, the Student Services Office notifies the student in writing (via email) that they have been administratively withdrawn from the course and gives them five business days to appeal the administrative withdrawal.

During the appeal period, the student should continue attending the class and checking in via the Qwickly attendance app.

A student who wishes to appeal should prepare a detailed written explanation demonstrating compelling circumstances granting the appeal. The student should submit the appeal to the Student Services Office.

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