Administrative Withdrawals

Administrative Course Withdrawal: Attendance

Students are expected to attend all courses for which they have registered. Timely course attendance and participation is a requirement for successful completion of Charter Oak State College courses. Students who do not attend, and participate in, a registered course by the close of week one or who fail to maintain active participation in a course for two consecutive weeks will be administratively withdrawn from the course with a final grade of 'AW'.

Administrative withdrawals will be distributed until the end of the withdrawal period each term and session. After the established withdrawal period is over, students who are not in attendance will receive a grade of 'F'. Please refer to the academic calendar for all withdrawal dates.

Administrative withdrawals may have implications for a student's Financial Aid award and satisfactory academic progress. Students who are administratively withdrawn from a course will not be eligible for a tuition refund. Administrative withdrawal from one or more courses during a semester does not relieve the student of financial responsibility for any costs associated with or resulting from registration for the semester, including tuition, registration or any College fees. When students are administratively withdrawn from a course, a final grade of "AW" will be entered into their academic record and they will be removed from the course in Blackboard.

All Administrative Withdrawals are final.

Administrative Withdrawal from the College

The Registrar's Office will administratively withdraw anyone who does not show evidence of academic progress. Undergraduate students will be administratively withdrawn after the last day to register for classes in the third semester. These students must apply for re-admission upon their return; and if accepted, are responsible for the curriculum requirements and fees at the time of their new acceptance date.

Graduate students will be administratively withdrawn if they do not register for courses two consecutive semesters, excluding summer. For further information, please review the Degree Completion Time Frame policy.

Certificate seeking students who do not maintain an active status with the College during the period of one (1) year (one year is 3 consecutive semesters) will be administratively withdrawn from the college. Active status is defined as taking courses at Charter Oak, transferring courses to Charter Oak, and/or taking exams. If administratively withdrawn after one (1) year, students must re-apply for admission to the program upon their return; and if accepted, are responsible for the curriculum requirements and application fee at the time of their new acceptance date.

Connecticut Directors Credential students will have a period of two (2) years to maintain active status.

Any students who are sent to the collections agency, through the Bursar's Office, will be administratively withdrawn from the College as well.