

## Administrative Withdrawal Frequently Asked Questions

### **What is an administrative withdrawal?**

An administrative withdrawal is a policy for students and former students who could not complete coursework due to extenuating circumstances outside of their control. Students may request an administrative withdrawal from a course(s) for up to two years after the college's official withdrawal date. Withdrawal dates are published online and are located in a student's concise student schedule each term.

### **Why do I need to submit documentation with my appeal?**

Students must submit third party documentation with their appeal as proof of the extenuating circumstance that has impacted their ability to successfully complete their course(s).

### **Am I guaranteed to be approved for the administrative withdrawal?**

No. The submission of an appeal does not guarantee automatic approval. Every student's case is different. Requests are reviewed by a committee and the decisions are determined on a case-by-case basis. Appeals that have been considered for approval typically have involved an emergency medical situation or a circumstance that is extreme in nature.

### **How many times can I apply for an administrative withdrawal?**

Approvals are generally granted only once. Repeat requests are unlikely to be approved.

### **I need to drop my course due to financial hardship. Can I apply for an administrative withdrawal?**

Financial hardship is not a reason to complete an administrative withdrawal. Oakton has several resources available to students who may have a hardship.

### **Are there financial resources that I can explore?**

Oakton has several resources available to students who may be experiencing financial hardship:

Oakton Scholarships

CARES Act Funding

Private Scholarships

### **I receive financial assistance. Will this decision impact my financial aid awards?**

Students who received financial assistance during the term associated with this request may be required to repay financial aid funds. Any financial aid Bookstore vouchers must be repaid and cannot be waived. Please contact your financial aid advisor with any questions.

### **How long will it take for me to receive a decision from the committee?**

Students will typically receive a decision letter via their preferred email address, three to four weeks from the time they submit a completed appeal to the committee. This time frame may vary.

### **I disagree with the Administrative Withdrawal committee's decision. What can I do?**

Students can appeal the committee's decision by submitting an updated statement and additional documentation to support their case by emailing the Enrollment Center at [enrollmentcenter@oakton.edu](mailto:enrollmentcenter@oakton.edu). The appeal is reviewed by the Administrative Withdrawal Appeals committee and a decision is issued to the student via email within three to four weeks from the time the appeal is received. Appeals that have already been submitted will not be re-reviewed without new documentation. Appeals on committee decisions are not guaranteed approval.