

THE
LeMoyne-Owen
 COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

SUBJECT: WA - Grade	Effective Date: July 1, 2011	Policy Number: 01-1-030
	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority: Faculty/Registrar	

- I. Purpose and statement of operational policy underlying the procedure.**
 The grade of WA, administrative withdrawal is given by a faculty member for any one of the following reasons: (1) NO SHOW-non-attendance, (2) excessive absenteeism, beyond that of the established policy and (3) extenuating circumstances that does not allow the student to successfully complete the necessary coursework.


- II. Applicability/Scope**

 All grades meeting the criteria listed above.

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Faculty	Submits the grade of WA to the Registrar	Anytime during the semester
Registrar	Enters the WA grade submitted by the course instructor and follows up with an email reply of "Received and Posted"	Within one day of receipt of grade

IV. Related policies/References for more information

Authorizing Official: 	Authorization Date: <u>OCT 06 2011</u>
Title: <u>Vice President/Chief Academic Officer</u>	