

# Administrative Withdrawal Frequently Asked Questions

## **What is Oakton's withdrawal/refund policy?**

Withdrawal dates are published online and are located in a student's concise student schedule each term. Students will be charged and be responsible for tuition and fees unless they officially withdraw online (at [myOakton.edu](http://myOakton.edu)), in writing, or in person at the Enrollment Center by the dates listed on the [refund schedule](#).

## **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 end of the term. Petitions that are older than two years will typically not be reviewed.

If the administrative withdrawal request is for the current semester, the student should withdraw themselves from their course(s) before submitting the administrative withdrawal petition. The committee does not withdraw students from their course(s) if the withdrawal period for the term is still active.

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

Students must submit third-party documentation with their appeal as proof of the extenuating circumstances that have impacted their ability to successfully complete their course(s). We understand that, in some cases, this documentation may contain sensitive information. However, it is necessary for the Committee to review this information in order to make an informed decision regarding your petition. Rest assured, the Committee will handle all submitted documentation with the utmost care and ensure its protection in accordance with FERPA regulations.

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

No. The submission of a petition 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. Petitions that have been considered for approval typically have involved an emergency medical situation that impacted completion of *all* courses in a term or a circumstance that was extreme in nature.

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

Approvals are generally granted only once.

## **What if I want the Committee to consider more than one semester?**

Typically, the Committee will only consider one petition from a student. If the student submits more than one petition, the student will be asked which semester/session the student wishes for the Committee to consider.

## **I might drop my course(s) due to financial difficulty, can I apply for an administrative withdrawal?**

Oakton has several resources available to students who may have financial difficulties. Financial hardship is traditionally not a reason to complete an administrative withdrawal. Students are encouraged to meet with a financial aid advisor about federal and state funding, and to explore options listed below.

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

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

- [Oakton Scholarships](#)
- [Private Scholarships](#)
- [Student Success Emergency Fund](#) - Contact the Office of Student Affairs at 847-635-1739 for details

## **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 prior to submitting your request.

**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 within 4-6 weeks from the time the student submits a completed appeal to the committee. Please note that requests submitted in August, December and January may take longer than 4-6 weeks to receive a response.

**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 submitting a new Administrative Withdrawal Appeal Request form. The appeal is reviewed by the Administrative Withdrawal Appeals Committee and a decision is issued to the student via email within four weeks from the time the complete 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. The decision of the Administrative Withdrawal Appeals Committee is final.

**If I have questions about the process, who do I contact?**

Questions about the Administrative Withdrawal petition process can be directed to [adminwithdrawal@oakton.edu](mailto:adminwithdrawal@oakton.edu).