

ACADEMIC POLICIES AND PROCEDURES – ONLINE CAMPUS

Course Drop and Withdrawal

Students wishing to drop a course must do so before or during the published add/drop deadline. Please consult the academic calendar for specific dates. The official date of the drop is the date the Office of the Registrar receives written notification from the Department of Student Experience and Academic Advising of the student's last participation in a required course activity, with a request to drop the course.

Students who withdraw from a course(s) after the add/drop deadline, but before the Withdrawal W deadline, will receive a W grade for the course. Students who withdraw from a course after the Withdrawal W deadline will receive a WF or WNC for the course. Please consult the academic calendar for specific dates.

Failure to provide official notification of withdrawal may result in administrative withdrawal.

Attendance Policy

Students enrolled in online programs for which campus attendance is not required must fulfill the following attendance requirements:

- Students must log on to the course within the first seven days of class (the first seven days commencing with the start date of the course) and participate at least one time.
- Every week thereafter (academic week consists of 12:00 a.m. Monday through 11:59 p.m. Sunday), students must participate twice.
- Participation Options:
 - Student submission of an academic assignment
 - Student submission of an exam
 - Student posting in a discussion forum

If a student does not participate in the first seven days of a class, or a student's online activity indicates no participation for 14 days from the previous date of participation, then they may be administratively withdrawn from the course or university.

Transfer Credit

Students accepted for admission may be granted transfer credit for degree-level courses previously taken at another accredited institution. Upon enrollment into a degree program, students may request a review of their academic history, and a determination about granting transfer credit will be made at the discretion of the University. Requesting transfer credit involves a review of previous academic work, including official transcripts with the grades earned. Course syllabi may also be requested, when applicable.

It is Adler University's policy that a request for transfer credit for all courses within a student's program must be received with all supporting documentation no later than the first day of the first course of the student's degree program.

Transfer credit requests are reviewed on a case-by-case basis. Courses completed with a B or better grade, and completed within 10 years of the date of the student's program matriculation, will be considered for transfer credit. In some cases, credit earned more than 10 years prior to the start of a student's program may be considered for transfer. Students must request consideration in writing, including a justification for their request. Students may transfer up to 12 credits toward any Online Campus master's degree program. Students may transfer up to 38 credits toward the Doctor of Philosophy in Industrial and Organizational Psychology degree program. Students may transfer in up to 41 credits toward the Doctor of Philosophy in Organizational Leadership.

Leave of Absence

Students may take a leave of absence (LOA) by completing a Leave of Absence form, including necessary signatures, and submitting it to the Department of Student Experience and Academic Advising.

Master's degree students may take an LOA for no more than two consecutive full-course periods, with a total not to exceed four full-course periods. Doctoral degree students may take an LOA for no more than two consecutive full-course periods, with a total not to exceed six full-course periods.

The LOA will be noted on the student's transcript for each course period. Time approved for an LOA does not change or lengthen the maximum time allowed for degree completion.

LOA refers to the specific time period during a program when a student is not in active attendance. Students on an LOA are considered to have withdrawn for financial aid purposes, and their student loans will come due after any applicable grace period.

Students who do not return from an LOA by the agreed-upon term may be administratively withdrawn from the University.

Administrative Withdrawal

A student may be administratively withdrawn for the following reasons:

- A student does not maintain continuous enrollment by being registered or on an approved leave of absence prior to the add/drop deadline;
- A student does not meet attendance standards; or
- A student does not return from a leave of absence by the agreed upon add/drop deadline.

Administrative Withdrawal" will be noted on the student's transcript.

Students who wish to appeal the decision of administrative withdrawal can follow the procedures of the Student Grievance and Appeal Procedure listed in the Student Handbook. In the event a student is administratively withdrawn from the University, the Office of Financial Aid is required by federal law to recalculate a student's eligibility for financial aid awards.

Readmission

Students who were previously enrolled at Adler University and seek readmission within one calendar year of their withdrawal or dismissal must submit a written petition to re-enter to the Executive Dean of the Online Campus, ocdean@adler.edu. The petition should include an explanation of the circumstances for which they were withdrawn or dismissed and how they plan to be successful upon re-entry. If the petition is approved, students will be directed to the admissions team, admissions@adler.edu, for instructions on how to apply. Readmission applicants are subject to current admissions requirements. If the petition is denied, the student will need to wait until one calendar year has passed from the time of withdrawal or dismissal to submit a new application for admission.

Students who were previously enrolled at Adler University and seek readmission after more than one calendar year of their withdrawal or dismissal are required to submit a new application for admission and will be evaluated according to current admission requirements. As part of their application, students will need to submit a written statement that includes an explanation of the circumstances for which they were withdrawn or dismissed and how they plan to be successful upon re-entry.

If readmitted, applicants/students are subject to the program requirements in effect at the time of the new application. Students must also satisfy all outstanding student account balances. A formal audit of previously completed coursework will be undertaken only after acceptance into a degree program.

For students seeking readmission after military service, please see the Active Duty Military section provided earlier in the catalog.