

## **5.36 – Administrative Withdrawal from a Course**

### **A. Purpose**

To establish a procedure by which students can be withdrawn or dropped from a course when it is in a student's best interest either academically or financially.

### **B. Policy**

It is the policy of the College that a student will be administratively withdrawn from a course due to lack of attendance in seated classes or nonparticipation in online classes.

### **C. Procedures**

1. Instructors and select college personnel have the ability to withdraw a student from courses due to lack of attendance or non-participation in academically related activities.
2. Once a student has enrolled in a credit class, enrollment in the class is maintained throughout the semester unless the student officially drops, is removed for non-payment, or is withdrawn by the instructor once the term begins. A student-initiated drop or instructor-initiated administrative withdrawal will result in a drop fee assessed to the student.
3. Instructors shall maintain accurate class attendance in a college-sanctioned electronic system. Attendance should be updated on a weekly basis.
4. To facilitate proper financial aid disbursement, instructors will withdraw any student who has never attended a class by the date set for roster verification.
5. An instructor will administratively withdraw a student from class if the student has not attended the class for 14 consecutive calendar days. This does not include days in which the college is not in session.
6. In both student-initiated drops and administrative withdrawals the instructor should communicate with the student to provide updates of their progress prior to the withdrawal occurring.
7. An instructor may re-enroll a student that has been withdrawn if a plan of action to complete missed class material and assignments has been agreed upon between the instructor and student.
8. Non-attendance and withdrawal from a course may reduce the amount of financial aid a student receives, delay graduation, or necessitate repayment of aid already received and does not relieve a student of their obligation to pay the tuition and fees due the college.

### **D. Responsibilities**

1. It is the responsibility of the student to attend classes on a consistent and regular basis.
2. It is the responsibility of the instructor to maintain accurate attendance, monitor students' academic progress, administratively withdraw students who meet the threshold, and appropriately document last date of attendance.

## **E. Definitions**

1. Attendance is defined as being physically present during a class meeting or actively participating in an academically-related assignment.
2. Administrative withdrawal is defined as the instructor or other college-personnel disenrolling a student from a class primarily due to lack of attendance.

## **F. Authority**

This policy is maintained under the authority of the Vice Chancellor for Academic Affairs.

## **G. Related Policies**

- 5.05 Attendance Requirement
- 5.13 Student Withdrawal
- 5.22 Tuition Refund Policy

## **H. Implementation**

1. Policy approved and adopted by the Board of Trustees on 7/12/10.
2. Purpose, procedures, responsibilities and definitions approved and adopted by the Cabinet on 02/04/16.