

<b>Administrative Withdrawal</b>	Policy Number	3.5
	Effective Date	August 2, 2011

**1.0 POLICY & PURPOSE**

Laramie County Community College retains the right to administratively withdraw students from classes under circumstances related to financial obligation, academic standing, individual hardship, and discipline or campus safety. Administrative withdrawal may be initiated if the student:

- A. Has a delinquent financial account at the College.
- B. Registered for classes while under suspension or expulsion.
- C. Is physically or emotionally unable to withdraw personally and it is determined that the student would have withdrawn if given the opportunity.
- D. Fails to meet academic progress requirements in a selective admission program.
- E. Is required to withdraw due to a disciplinary action.



The purpose of this policy is to assure that students are administratively withdrawn under certain circumstances consistently.

**2.0 REVISION HISTORY**

Adopted on: 8/2/11  
 Revised on: 8/18/20

**3.0 PERSONS AFFECTED**

Students, Faculty, Administrators, and Accounting Services and Student Services Staff are affected by this policy.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Jennifer Hargett, Enrollment Services Dean	6/28/11
Approval by President's Cabinet		8/2/11
Approval by President (Signature)		8/2/11
Approval by Trustees (Signature)		11/28/12