

Administrative Withdrawal Procedure	Procedure Number	3.5P
	Effective Date	August 2, 2011

1.0 PURPOSE

In accordance with Board Policy 3.5 Administrative Withdrawal, the purpose of this procedure is to assure that students are administratively withdrawn under certain circumstances consistently.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; 10/23/23

3.0 PERSONS AFFECTED

Students, faculty, and staff are affected by this procedure.

4.0 DEFINITIONS

- A. *Delinquent Financial Account*—a student account with any department within the college in which payment is past due
- B. *Selective Admission Program*—Instructional programs with admission criteria that requires the completion of specific pre-requisite or program level courses in order to enter or continue in the program

5.0 PROCEDURES

An administrative withdrawal is processed differently under different circumstances. Administrative withdrawals are processed by the Registrar upon the recommendation of the Senior Vice President of Student Services or the Dean of Students in collaboration with individuals or departments when the student:

- A. Has a delinquent financial account at the college, the accounts receivable office may recommend administrative withdrawal after sending written notice to the student.
- B. Is physically or emotionally unable to withdraw personally and it is determined that the student would have withdrawn if given the opportunity, the Registrar may make the decision to administratively withdraw the student in consultation with the Dean of Students or Senior Vice President of Student Services upon receiving documentation of the student's inability to withdraw personally.
- C. Fails to meet academic progress requirements in a selective admission program, the Program Director may recommend an administrative withdrawal in collaboration with the Dean of Students, to the Registrar.
- D. Is required to withdraw due to a disciplinary action ([3.16P](#)), the Dean of Students or Senior Vice President of Student Services will recommend an administrative withdrawal to the Registrar.
- E. Is being recommended to withdraw under the advisement of the CARE Team; or is required to withdraw, the Senior Vice President of Student Services or Dean of Students will recommend an administrative withdrawal to the Registrar.

