

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Policy 3.5 Administrative Withdrawal, the purpose of this procedure is to assure that students are administratively withdrawn under certain circumstances consistently.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

3.0 PERSONS AFFECTED

Students, Faculty, Administrators, and Accounting Services and Student Services 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. *Suspension*—Student is not allowed to attend classes for an established time frame for reasons of academic or disciplinary suspension
- C. *Expulsion*—Student is not allowed to register for classes for disciplinary reasons
- D. *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

Administrative withdrawal is processed differently under different circumstances. Administrative withdrawals are processed by the Registrar upon the recommendation of 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. Has registered for classes while under suspension or expulsion, advisors in the Advising and Career Services office may recommend administrative withdrawal.
- C. Is physically or emotionally unable to withdraw personally and it is determined that the student would have withdrawn if given the opportunity, the Registrar may make the decision to administratively withdraw the student in consultation with the Dean of Enrollment Services or

Vice President of Student Services upon receiving documentation of the students inability to withdraw personally.

- D. Fails to meet academic progress requirements in a selective admission program, the program coordinator may recommend an administrative withdrawal.
 - E. Is required to withdraw due to a disciplinary action, the Campus Judicial Office may recommend an administrative withdrawal to the Registrar.
 - F. Is being required to withdraw under the advisement of the CARE Team Chair, Vice President of Student Services, or Dean of Students, who may recommend administrative withdrawal to the Registrar.
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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