

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

### **A. Purpose**

Establish a procedure by which students can be withdrawn or dropped from a course due to lack of attendance.

### **B. Policy**

Students will be administratively withdrawn from a course due to lack of attendance in seated classes or non-participation in online classes.

### **C. Procedures**

Instructors and select college personnel have the ability to withdraw a student from a course due to lack of attendance or non-participation in academically-related activities.

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the class is maintained throughout the semester unless the student officially drops, is removed for non-payment, or is withdrawn by the instructor once the term begins. Any student-initiated drop will have the last date of attendance recorded by the instructor immediately upon determination or notification that the student is not enrolled in the class.

Instructors shall maintain accurate class attendance in the college-sanctioned electronic system. Attendance should be updated, at a minimum, on a weekly basis.

To facilitate proper financial aid disbursement, instructors will withdraw any student who has never attended a class by the date set for roster verification.

An instructor will administratively withdraw a student from class if the student has not attended the class for 14 consecutive calendar days. When the college does not conduct classes for five (5) consecutive calendar days, these days will not count toward the 14 days (e.g. Spring Break).

An instructor may re-enroll a student that has been administratively withdrawn if the instructor and student are able to develop a plan of action for academic success.

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 to the college.

### **D. Definitions**

Attendance is defined as being physically present during a class meeting or actively participating in an academically-related assignment.

Administrative withdrawal is defined as the instructor or other college personnel disenrolling a student from a class due to lack of attendance.

### **E. Authority**

This policy is maintained under the authority of the vice chancellor for academic affairs.

### **F. Related Policies**

[2.61 – Attendance Requirement](#)

[5.13 – Student Withdrawals](#)  
[5.22 – Tuition Refunds](#)

### **G. Implementation**

Policy approved and adopted by the Board of Trustees on 07/12/10.

Purpose, procedures, and definitions approved and adopted by the Cabinet on 02/04/16. Revised on 6/4/19. Set for review in **fiscal year 2024– 2025**.