

## **ADMINISTRATIVE WITHDRAWAL FOR CAREER CENTER STUDENTS**

According to college guidelines, “Administrative withdrawal occurs if a student does not attend a seated course or fails to participate in an online course for 14 consecutive calendar days. After this, instructors will withdraw them from the course. A student may request re-enrollment in the course by contacting their instructor. Only the instructor may determine if the student may re-enroll.”

In the past, Career Center students who met administrative withdrawal criteria remained enrolled in their classes for the duration of the semester at which time the Career Center provided a semester grade to the sending schools. Shortly after grades were reported, then, Career Center students were administratively withdrawn.

**For the 2020-2021 school year, Career Center instructors will apply the administrative withdrawal policy to Career Center students consistent with the college guidance quoted in the first paragraph. If a Career Center student’s attendance is raising concern, please contact the Career Center counselor or program advisor to make her/him aware of the concern before the student qualifies for administrative withdrawal. This will allow us the opportunity to intervene by seeking support from sending schools and parents/guardians, which could lead to improved attendance and student success.**