

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 Shortly after grades were reported, then, Career Center students were administratively withdrawn.

Career Center instructors will now 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.