**ISP 191P**

**Administrative Withdrawal Procedure**

**PURPOSE**

Provides the guidelines for administratively withdrawing students from courses.

**SUMMARY**

Faculty, the Bursar, and members of the CARE, Title IX, and Conduct teams have the ability to request that the Registrar administratively withdraw a student.

**PROCEDURE**

1. Requests to administratively withdraw students due to non-attendance, failure to meet required course requisites, or having a previous term balance, are submitted to the Registrar according to the following course-length information:

|  |  |
| --- | --- |
| **Course Length** | **Administrative Withdrawal Request Due Date** |
| Two weeks or less | Prior to the second class meeting |
| Three to four weeks | During the first week of class |
| Five weeks or longer | During the first two weeks of class |

1. Requests for administrative withdrawal are sent to the Registrar at [registration@clackamas.edu](mailto:registration@clackamas.edu) and should include the student name, student identification number, course number, and course section. Note: Please do not include this information in the subject of the email to help maintain student confidentiality.
2. Administrative withdrawals due to CARE Team/Title IX or Conduct actions may occur at any point within the term.

**REVIEW HISTORY**

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| --- | --- | --- |
| ISP Committee | Adopted | [Date] |
| College Council | Reviewed | [Date] |