**ISP 191P**

**Administrative Withdrawal Procedure**

**PURPOSE**

Establishes procedures which allow students to be administratively withdrawn.

**SUMMARY**

Requests to administratively withdraw students are submitted directly to the Registrar.

**PROCEDURE**

**For Instructors**

1. The Registrar initiates the process during the add/drop timeframe via email and instructors identifies those that have not engaged in academically related activities.
2. Instructors submit requests for administrative withdrawal directly using the online tool sent directly to instructors via email or by sending an email to Registration and Records ([registration@clackamas.edu](mailto:registration@clackamas.edu)) based on the course-length information.
3. Instructor’s requests should follow the instructions in using the online tool. If an email is sent to Registration and Records, it should include the student name, student identification number, course number, and course section.

**For Administrators**

1. Administrators can request withdrawals electronically by emailing [registration@clackamas.edu](mailto:registration@clackamas.edu) and it should include student name, student identification number, course number, and course section; or indicate all courses.

**REVIEW HISTORY**

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| ISP Committee | Updated | April 9, 2021 |
| Presidents’ Council | Adopted | April 6, 2021 |
| College Council | Reviewed | March 19, 2021 |
| ISP Committee | Reviewed/Recommended changes | January 2020 |