

**SUBJECT: Administrative Withdrawal**

**PURPOSE:** Establishes guidelines which allow instructors to withdraw students from courses for non-attendance on the first day the class is scheduled to meet, and/or for inability to demonstrate compliance with published course prerequisites and/or co-requisites.

**REGULATION:** Requests from faculty to administratively withdraw students will be submitted to Registration and Records by the end of the second week that the class meets.

**CONDITIONS:**

One or more of the following conditions must occur:

1. Student did not show up for the first class meeting and did not provide the instructor with advance or reasonable notice of the first class absence.
2. For online classes, student did not participate by the **beginning of the second week** ~~middle of the first week~~ of the class and did not provide the instructor with advance or reasonable notice for this lack of participation.
3. Student is unable to demonstrate fulfillment of the class prerequisite requirement that is stated in the catalog.
4. Student is not able and/or willing to sign up for required co-requisite course(s).

**PROCEDURES:**

- ~~1. Instructor provides the Registration and Records with a signed copy of his/her class roster indicating the names of the student(s) submitted for administrative withdrawal. The instructor may also email a copy of the class roster to Registration and Records indicating the course (subject, course number and section number), the names of the students and their ID numbers with a request to administratively withdraw the students. Registration and Records processes withdrawal from class and notifies the student that he/she has been administratively withdrawn.~~

**APPROVALS:**

College Council  
ISP Committee  
College Council  
College Council

March 7, 2003  
(Reviewed/Still Current policy/No Change Needed) – October 17, 2008  
June 7, 2013