

5-44 ADMINISTRATIVE WITHDRAWAL

44.1 Administrative withdrawal refers to the involuntary withdrawing of students from enrollment in classes by a faculty member or a college administrator.

44.1.1 Students who have been administratively withdrawn from their classes are not to attend class without a signed add card.

44.1.2 If faculty administratively withdraw students who fail to attend, they must do so prior to the end of the third week of the term. It remains, however, the students responsibility to ensure the accuracy of their class schedule and to drop courses they do not intend to complete.

44.1.2.1 For block courses and summer term, if faculty administratively withdraw students who fail to attend, they must do so before 20% of the course is completed.

44.2 Students may be administratively withdrawn for several reasons, including but not limited to:

44.2.1 Failing to attend class on the first day of class, without receiving special permission from the teaching faculty member. Students who attend class even once should not be administratively withdrawn.

44.2.2 Failing to complete orientation within the first week of the semester in self-paced computer classes. After the first week, orientation is required before registration is completed.

44.2.3 Registering for courses for which they have not completed the pre-requisites or in which they are not properly placed. (See the Academic Assessment Policy 5-6.)

44.2.4 Neglecting to pay tuition and fees for any given semester by the end of the third week of the semester. This type of administrative withdrawal has been referred to previously as a "purge".

44.2.4.1 Financial assistance, such as short-term loans, to help students pay for college expenses may be available. Interested students should contact the Financial Aid Office.

44.2.5 Registering for a class without following proper procedure when a "hold" has been placed on a student's registration for unacceptable academic performance. (See Scholastic Standards Policy 5-19.)

44.2.6 Students who have violated the student code of conduct and placed on disciplinary probation will be administratively withdrawn. (See the Student Code of Conduct Policy 5-33.)

44.2.7 Classes may be cancelled due to low enrollment or other uncontrollable circumstances. In this case,

44.3.1 All students who wish to attend class after they have withdrawn must re-register in person at the Registrar's Office or the Advisement and Counseling Center.

44.3.1.1 Some students may need to appeal to the Admissions and Credits Committee for re-admittance. Appeal forms are at the Registrar's Office.

44.3.2 Students wishing to re-register after the purge (administrative withdrawal due to non-payment of monies owing) must re-register in all classes in which they were registered before the purge. Select classes may be dropped or block classes added after that point.

44.3.3 The College cannot guarantee that a student will receive the same schedules s/he had prior to withdrawal.

44.3.4 Students who must re-register after the first week will pay a late registration fee as well as the standard cost of tuition and fees before being allowed to re-register.

44.4 For information regarding tuition and fee refunds due to Administrative Withdrawal, see the Student Tuition and Fee Payment Policy 5-17.