

ADMINISTRATIVE WITHDRAWAL

Overview

Administrative withdrawal may be utilized in special circumstances when the student is unable to drop themselves or if the College needs to process the drop.

Involuntary administrative withdrawals may be utilized in special circumstances. Special circumstances may exist when a student's personal circumstances significantly impact their ability to successfully continue their academic performance (as determined by college administration), discipline-based withdrawal, or dismissal procedures maintained by academic units. The process to appeal the administrative involuntary withdrawal will be shared with the student. Financial implications will be considered on an individual basis. Special circumstances include:

Procedure PR 719.01: Administrative Student Withdrawal

Students that are administratively withdrawn from courses will have withdrawal codes of A1 on their record. An A1 code does not appear on the student's transcript or affect their Grade Point Average (GPA). The A1 code is entered by Enrollment Services.

Student-initiated administrative withdrawals include:

- Student request to withdraw from class(es) and/or appeal for late withdrawal/tuition refund (see Late Withdrawal Appeal PR 719.04)
- Student request to withdraw from the college and program of study (see Student Record Inactivation PR 701.06).
- Student or representative notify advisor of a medical emergency, and it is determined the student should be withdrawn (see Student Medical Emergency PR 719.02).

Involuntary administrative withdrawals include:

- Failure to pay required fees (see Non-Payment of Tuition and Fees PR 315.05)
- No-show attendance (see No-Show PR 704.01)
- Failure to meet academic standards (see Academic Suspension and Probation PR 716.05)
- Violation of Student Code of Conduct (see Student Code of Conduct AP 724)
- Safety Concerns (see Involuntary Safety and Well-being Withdrawal AP 738)