

CHAPTER:	Administrative Withdrawal	DATE ADOPTED	NUMBER
STUDENTS		August 10, 1999 Revised October 8, 2013	409
SYNOPSIS:			
1	General Policy		
2	Appeal Process		
1	<p>General Policy: It is an expectation that students participate in all class meetings and conscientiously complete all required course activities and/or assignments. After missing 25% of the scheduled course meetings, the student will be administratively withdrawn from a course. (Instructors will include the Administrative Withdrawal Policy in all first day course handouts/syllabi.)</p> <p>An instructor using the withdrawal process will use the following procedure:</p> <ol style="list-style-type: none"> a. The student will receive notice that he/she has missed 15% and 20% of their scheduled class time. This notice will contain a reminder that at 25% of missed class, the college will begin the administrative withdrawal process. b. Once 25% of the scheduled class time has been missed, the college will initiate the administrative withdrawal process. c. A student will have seven days to appeal the withdrawal process. The student has the right to continue attending class during the appeal process. d. If an appeal is not filed, the student will be withdrawn and removed from the class roster. 		
2	<p>Appeal Process: If the student wishes to appeal the administrative withdrawal process, he/she must arrange a meeting with the instructor and the Division Dean. In addition, the student must submit a written request to the Vice President of Instruction that he/she wishes to appeal the process. If the matter is not satisfactorily resolved, the appeal process will follow this order:</p> <ol style="list-style-type: none"> a. Vice President of Instruction b. President c. Board of Directors 		