

Administrative Withdrawal Procedure

Administrative Withdrawal starts with the First Week Attendance procedure

1. First Week Attendance is submitted and implemented as follows:
 - a. **Full Term** – Thursday at 5:00 p.m. of the 2nd Week of classes is the deadline for submitting attendance information
--Friday morning of the 2nd Week of classes, WARNING NOTICES are emailed to students
 - b. **Part of Term** - Monday – Friday first week of attendance is to be completed by 5:00 p.m. the Friday of the first week of class. WARNING NOTICES are emailed to student Monday morning.
 2. **Full-term classes: After the warning notice is sent**
 - a. At the faculty member's discretion, If the student attends and the faculty member permits the student to remain in the class, the faculty member will need to move the AW to Yes next to the student's name to report student as attending
 - b. If the student is reported as "yes" (attending) no later than the following Friday at 5:00 p.m. by the faculty member, no further action is needed.
 - c. If the student is still listed as AW the following Friday, the student will be withdrawn from the class
- Part of Term – After the warning notice is sent**
- a. At the faculty member's discretion, if the student attends and the faculty member permits the student to remain in the class, the faculty member will need to move the AW to Yes next to the student's name to report student as attending
 - b. If the student is reported as "yes" (attending) before the following Monday by 5:00 p.m. by the faculty member, no further action is needed
 - c. If the student is still listed as AW the following Monday at 5:00 p.m., the student will be withdrawn from the class

Reinstatement Procedure

If the student is withdrawn and the faculty members would like to reinstate the student, the faculty member can either send an email/letter with student's name, ID and course information (CRN, subject and course) to the Record's office requesting that the student be placed back into class. *Verbal requests will **not** be honored.*

When the student is reinstated in the class, an email is sent to the faculty member requesting that they move the "AW" to "Yes" next to the student's name to complete the reinstatement process.

If the AW is not changed within 7 days after receiving the reinstatement email, the faculty member is sent another email stating the deadline to move the AW to Yes next to the student's name. The email states that if it is not changed, the student will be administratively withdrawn. If the deadline date passes and the AW is still next to student's name, the student will remain be administratively withdrawn.

ISSUE: If the student has been withdrawn for more than two (2) weeks, the faculty member must contact the Chief Academic Officer (Provost) to discuss reinstatement of the student. If the CAO approves, the student is reinstated back into the class. If not approved by the CAO, the student will remain withdrawn from the class.

MISCONCEPTION: A number of faculty members think they MUST contact the Provost to reinstate the student no matter the timeline (i.e. Student is withdrawn in the morning and the faculty member wants the reinstate the student on the same day in the afternoon. A number of faculty members contact the Provost to have the student reinstated. This is NOT necessary.