

DIN: 2065-1-03
Title of Policy: Administrative Withdrawal

Policy

While learners are responsible for officially withdrawing from courses they no longer plan to attend, the College reserves the right to administratively withdraw a learner from courses in certain situations including, but not limited to, the following:

- The learner is expelled resulting from violations of Learner’s Code of Conduct or illegal activities.
- The learner is unable to attend due to extreme situations such as catastrophic illness, accident or incarceration.
- The learner is deployed to active military duty.

If the administrative withdrawal occurs after the “Add/Drop” period and by or before the official Last Day to Withdraw date (see policy 2065-1-01), a grade of **W** (*Withdraw*) will be recorded for the affected class(es). If the administrative withdrawal occurs after the Last Day to Withdraw date, the learner will be awarded the grade earned in the course, except in verified cases of extreme situations, as noted above, in which case a grade of **W** (*Withdraw*) may be recorded. The learner will remain responsible for any academic consequences due to administrative withdrawals that occur after the “Add/Drop” period and for any financial liability, less applicable refund, that has been incurred.

Purpose

To limit financial liability for the institution.

Responsibility

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
Dean	Ensure implementation of this policy. Inform Registrar when a learner has been expelled.
Faculty	Take attendance in all classes. On the fifth instructional day of the semester (first day of summer session), record all “no-shows” who remain listed on web class list. After the fifth instructional day of the semester (first day of summer session), notify the Registrar when it becomes evident that a learner is no longer attending class.
Registrar	Establish and communicate “Add/Drop” period and “Last Day to Withdraw” dates for each semester. Complete administrative withdrawals in circumstances indicated in this policy that occur after the “Add/Drop” date has passed. Work with Counselor to determine “extreme circumstances” that qualify a learner for a W. Ensure that the data entry system awards appropriate grades as triggered by a withdrawal action. Communicate administrative withdrawals to Financial Aid Office and affected faculty.
Counselor	Work with Registrar to determine “extreme” circumstances

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Approved: Dr. Quistgaard	Date: 5-13-04	Check here if policy should appear in campus handbook:	<input checked="" type="checkbox"/>

Learners	Inform the Registrar's Office in the event of the circumstances listed in the policy.
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Supporting References

Listed below are college document(s) that support this policy:
 2065-1-01 Registration Changes

Compliance References:

Listed below are references to compliance requirements (e.g., MnSCU policy, federal regulations.)

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