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TOPIC: Administrative Drop/Withdrawal – Procedures

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Policy Number:  
D21

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Refer to Policy/Procedure D5 (Enrollment and Withdrawal) for established procedures and deadlines for drop and withdrawal.

#### Administrative Drop

1. Administrative drops will be considered for the following circumstances:
  - a. Non-Attendance: Student has not demonstrated academic engagement in a course. Instructors will certify non-attendance on the certification roster and the effective date for the administrative drop will be the census date.
  - b. On a case-by-case basis other extenuating circumstances will be considered.
2. Any student account charges incurred for the administratively dropped course(s) will be reversed and any federal financial aid or scholarships will be adjusted accordingly.
3. An administrative drop constitutes a change in registration and could impact full-time status, athletic or co-curricular eligibility and, in select cases, financial aid eligibility or scholarships. The dropped courses will not appear on the student's transcript.

#### Administrative Withdrawal

1. Administrative withdrawals may be enacted due to, but not limited to the following circumstances: the student is unable to officially withdraw from their course(s), the student's disruptive conduct warrants removal from a course, or the student violates the student code of conduct.
2. An administrative withdrawal constitutes a change in registration and could impact full-time status, athletic or co-curricular eligibility and, in select cases, financial aid eligibility or scholarships. An administrative withdrawal will be designated as "WA" on the student's transcript.
3. As per established College refund procedures, student account charges accumulated by the student will stand. Refunds will not be granted except in extraordinary or unusual circumstances as determined by the Vice President for Administrative Services and Vice President for Academic Affairs.

The Coordinator of Student Engagement and Retention (or other designated staff) will complete and submit the Administrative Drop/Withdrawal Form with all supporting documentation to the Office of Student Records.

The Office of Student Records will document the administrative drop/withdrawal in the student's record and will disseminate the information to the instructor, the Advisement Center/Student Services, the Business Office, the Financial Aid Office, the Library, Athletics, and Residence Life.

The Office of Student Records will send a notice of the administrative drop/withdrawal to the student's t-bird email account and to their home address of record.

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Adopted: 3/16/13	Revised/Reviewed 3/24/15	Revised/Reviewed 12/13/16	Revised 7/26/22	Revised 8/9/22	Revised/Reviewed
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Students may appeal the administrative drop/withdrawal (refer to Policy/Procedure D19 Academic Due Process [step3]) through the Office of the Vice President for Academic Affairs within 5 working days after the notification is sent to the student.

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Adopted:	Revised/Reviewed	Revised/Reviewed	Revised	Revised	Revised/Reviewed
3/16/13	3/24/15	12/13/16	7/26/22	8/9/22	

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