

ADMINISTRATIVE  
WITHDRAWAL OF  
STUDENTS FROM  
CLASS

It is the responsibility of the student to officially withdraw from a class. However, a faculty member may withdraw a student when it is determined that the student has exceeded the allowable number of absences outlined in the course syllabus for the class. A withdrawal for excessive absences can only be processed after the official class day and by the end of the designated period in which a grade of "W" may be awarded.

Course requirements pertaining to excessive absences and the withdrawal policy will be communicated to students in writing, beginning with the initial meeting of the class.

To process a class withdrawal, the teacher will submit the following information on a student withdrawal form:

1. Last date of attendance
2. Student name
3. Social Security Number
4. Registration number, course title, number and section

The teacher should sign the form, retain the teacher's copy and forward three copies to the office of admissions.

The office of admissions, upon receipt of the withdrawal slip, shall notify the appropriate offices and the student. The student notification letter will explain that the class withdrawal will be processed and a grade of "W" will be assigned for the class if the student does not achieve reinstatement.

After a student is notified of the class withdrawal, he or she will have three consecutive days, excluding Saturday and Sunday, to appeal to the teacher for reinstatement. The teacher shall take one of the following actions:

1. Inform the student that reinstatement is not possible.
2. Reinstate the student based on a determination that the student can make up work that has been missed or that the absences were for acceptable reasons.

The form should then be dated and sent to the office of the director of admissions and registrar. The student will then be reinstated in the class. The director of admissions and registrar will notify the appropriate offices of the reinstatement.

Forms for the above purpose are available in the counseling and admissions offices and offices of the division chairs.

#### FORMAL APPEAL

Formal appeal procedures when the teacher denies reinstatement:

1. If the student feels there are extenuating circumstances, an appeal may be initiated with the appropriate division chair.
2. If the appropriate division chair is unable to resolve the problem, the student may appeal to the Dean of Instruction.
3. Appeals from the action of the dean of educational programs and services will be directed to the Academic Appeals Committee as described in Administrative Regulation EGA-R (Local).

#### TIME LIMITATIONS ON INITIATING APPEALS

Because of the need to return a student to class in order that additional course work not be missed, a student who wishes to appeal a withdrawal from a class must submit a written request for an appeal to the appropriate division chair within three consecutive days, excluding Saturday and Sunday, after the student is notified by the teacher that reinstatement will not be approved.

Students who are in the process of appeal to the division chair or higher will be given an opportunity to officially withdraw with a "W" grade. The student must process the withdrawal with the office of admissions within three class days of the date of notification that the appeal has been denied.

#### WITHDRAWAL OF STUDENTS WHO ARE RECEIVING FINANCIAL AID

Because of certain requirements regarding federal, state, and veterans financial aid, students who are receiving such aid will be noted on the class rolls. If these students do not meet attendance rules for classes, they must be reported to the office of the associate dean of students as soon as their absences are determined to be excessive. Students receiving veterans aid must be reported to the state agency when they are no longer meeting attendance requirements and adjustments may be made in their benefits. The college becomes liable for any overpayment that may occur during the time they are not attending college.

Pell grant recipients will also be monitored because a change in enrollment status may require students to return a portion of the grant to the federal government. The college becomes liable for overpayment of Pell grant aid that cannot be collected from students.