

SOUTHWESTERN COMMUNITY COLLEGE	STUDENT SERVICES ADMINISTRATIVE WITHDRAWAL PROCEDURES	Procedure 6.02.01.01
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Pursuant to Policy 6.02.01 – Attendance Requirements and Student Classifications, the following procedures will be followed to report and process student administrative withdrawals:

1. Instructors shall email withdraw@southwesterncc.edu to **or submit the appropriate electronic form** report the student's name and course number when the conditions for an administrative withdrawal are met.
- ~~2.~~ The **Director of Student Records/Registrar** will record a student grade of "WF" ~~if the for administrative withdrawals. occurs before the sixty percent (60%) point and a grade "WF" thereafter.~~
3. Faculty reports should be made in a timely manner when a student meets the conditions for an administrative withdrawal. The Registrar will send periodic reminders to instructors to report administrative withdrawals.
4. Any student reinstated to a course must make-up all missed course work in accordance with class policies indicated on the course syllabus.

Cross Reference: 6.02.01 – Attendance Requirements and Student Classifications

Adopted: October 2013

Revised: October 28, 2014
April 29, 2015