

## Administrative Withdrawals

Black Hawk	At BHC, I just implemented (this semester) for the first time an academic withdrawal with a 100% refund if the student is a No-Drop-No Show. This occurs after the second week. Other than this, we do not. The student must withdraw on their own.
College of DuPage	We do have an administrative withdrawal for students who are not attending. This takes place at midterm as part of our Enrollment Verification process. Faculty have the option to withdraw students who are not attending, but they are not required to do so. If the Instructor wishes to withdraw the student prior to mid-term, the student and Instructor should be in agreement.
Elgin	At ECC, we have <b>Faculty Initiated Student Withdrawals</b> in reference to attendance. According to this policy, faculty reserve the right to withdraw a student from class during the withdrawal period due to excessive, unexcused absences. The criteria for these excessive, unexcused absences are noted in an instructor's syllabus. The withdrawal period is normally until the 10th week of a 16-week term. After the official withdrawal deadline, students can request an Administrative Withdrawal (AW). However, AWs are only issued due to an extenuating circumstance and needs to be approved by me or Associate Dean of Student Success. Students are required to submit documentation that corroborates the extenuating circumstance.
Illinois Central	We do a drop (no record-no amount owed) if they are reported as a Never Attender at census day and we do a withdrawal if they are reported as a Non Attender at midterm.
Kishwaukee	At Kishwaukee College we have a process called <b>Attendance Verification Roster (AVR)</b> . The AVR process identifies those students who are registered for, but have never attended a specific course. This process was put in place to withdraw students who never attended a course prior to disbursing of Financial Aid funding. AVR begins the day after the last day for students to drop on their own and requires faculty to withdraw a student who never attended the course by their specific course verification date. This is completed online giving the faculty up to one week to complete process.
Lewis and Clark	We're planning to implement administrative withdrawals.
Oakton	Oakton does not administratively withdraw students after our 10th day enrollment count. Only a student can withdraw from courses past our 10th day date. However, if a student is not attending and this is documented at midterms, an instructor can issue an N which will appear on the unofficial transcript for non-attendance. While a grade is not issued,

the student is financially responsible for the course unless they appeal to our " administrative withdrawal" process, which again is student initiated.

Rend Lake

We do not. Have thought about it several times but have not done it.

Richland

We do allow for it. It is generally use up through mid-term. After that a faculty member can fail a student. They can also drop for stopped attending, but after mid-term its at their discretion. Before that, faculty are supposed to drop them. All require a last date of attendance in the records (this helps Financial Aid tracking).

Rock Valley

Yes, at RVC we ask faculty to identify who is no longer actively pursuing the course at midterm only.

Sandburg

We only drop them during the initial financial aid attendance check and then at midterm if they show a lack of progress.

Southeastern

We do drop students for non-attendance. We use a WA to signify the difference between a student-initiated withdrawal. According to our policy, we drop a student when they miss the equivalent of one week of class or excessively absent. Now whether that happens in reality is a whole other story...  
We have implemented Starfish on our campus over the last year, and we have migrated our WA drops into Starfish. In addition to faculty issuing a WA whenever a student reaches a threshold, we have the ability to send out course surveys to faculty with the sole purpose of prompting faculty to issue WA's. These are sent out at strategic times during the semester such as before the financial aid census date, midterm, and last day to withdraw from a course.

South Suburban

SSC began AW's over the summer (2015). We are still refining the process.

**Schedule:** 4 week courses on the 3rd day, 8 week courses on the 6th day, 16 week courses on the 10th day

**Process:** Faculty need to mark their attendance on due date. If student has not attended one class on attendance due date they should be given an NS mark for attendance.

**Every Tuesday early a.m.**, IT will send out a report to "x", "y" and "z" of all the students that were marked never attended. This will continue through the end of the term.

**From that report :** "X" will send out an email notification to the students explaining their NS status and the student will be issued an "AW" grade. If the NS status was given in error by the faculty and the student did attend, the student will have until Thursday, end of business to rectify with the faculty and the Records Office. The correction is done by faculty completing and submitting an attendance/grade change form

**ONLY FACULTY ERROR WILL BE ALLOWED FOR THE REASON TO REMOVE THE NS**

If the student did not attend at least one time before the attendance due date, the NS will stand and the student will not be allowed to be re-admitted.

**Friday morning of that week**, IT will send out a refreshed version of that report to “y” and “z”.

**From that report:** Records will issue a grade of an “AW”. RECORDS MUST COMPLETE before close of business Friday.

Financial Aid will look up each remaining FA student and adjust FA if needed. Financial Aid will send list of students needing re-bill to Business and Accounting. FINANCIAL AID MUST COMPLETE before close of business Friday.

That following Monday, B&A rebills and student gets a paper copy of bill mailed. B&A MUST COMPLETE before close of business Monday.