

I. Overview

Educational research has established that regular attendance is a key factor in academic success. However, when a student does not attend, it may be in the best interest of a student to withdraw. The purpose of this procedure is to identify specific methods of withdrawing students from UACCB. The goal of this procedure is to define and explain these methods.

II. Practice

- 1) Faculty members should include attendance guidelines within course syllabi that are applicable to the course. The student will be responsible for knowing and adhering to the guidelines. Faculty may associate a grade with attendance.
- 2) A faculty member will use reasonable means to assist each student in understanding attendance expectations. The retention alert notification is intended to serve as advance notice to a student of a faculty member's intent to take action based on the student's attendance.

- 3) Student-Initiated Withdrawal

If the student fails to withdraw by the withdrawal deadline, the student's grade will be determined in accordance with the grading terms stated in the course syllabus. Withdrawal dates are posted in the academic calendar.

- 4) Faculty-Initiated Withdrawal

A faculty member may choose to initiate the withdrawal process for a student who has excessive absences. Faculty must notify the student utilizing retention alert prior to using this withdrawal process. Withdrawal dates for this process are the same as for student-initiated withdrawal. Withdrawal dates are posted in the academic calendar.

- 5) Administrator-Initiated Withdrawal

This process is reserved for extenuating circumstances where it is in the best interest of the student to be withdrawn, but the student did not initiate the process. Administrators must notify the student that this process will be initiated.

III. Clarifying Points

- 1) Practices 3-5 may be initiated after the Course Census Date Report.
- 2) Excessive absences are defined as absences that exceed the expectations a faculty member establishes in the attendance guidelines of the course syllabi.
- 3) The use of faculty-initiated withdrawal is optional, and it remains the student's ultimate responsibility to withdraw from the course.
- 4) A student withdrawn in accordance with procedure 585.1 is not entitled to any forgiveness of tuition and fees.

- 5) A student withdrawn in accordance with procedure 585.1 will have an “AW” or “W” recorded on the student’s transcript.
- 6) Course withdrawal may negatively affect a student in areas including, but not limited to, current or future financial aid and enrollment in other courses.
- 7) A student receiving benefits from a governmental agency must follow any policy or procedure as stipulated by the specific agency.
- 8) The student appeal process applies to students withdrawn in accordance to procedure 585.1.

Adopted: January 13, 2012
Revised: February 4, 2015
December 2, 2020



COURSE DROP OR COMPLETE WITHDRAWAL FORM

This completed form must be submitted by the withdrawal date specified in the Academic Calendar.

Name of Student: *(Please Print)* _____ **Student ID No:** _____

Administrative Withdrawal (Initiated by Instructor/Division Chair – *student signature not required*) Forward to Advising

| Course ID | Course Name | Instructor/Division Chair Signature Required | Last Date of Attendance |
|-----------|-------------|--|-------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Signature of Student: _____ **Date:** _____

IN THE ORDER LISTED BELOW, you must obtain the following signatures before your request will be processed.

1. **Advisor** Signature: _____ Date: _____

2. **Financial Aid** Signature: _____ Date: _____

3. **Business Office** Signature: _____ Date: _____

4. **Bookstore** Signature: _____ Date: _____

5. Signature needed only if student is receiving VA educational benefits or in the TAA program.

VA or TAA Signature: _____ Date: _____

6. If this is a complete withdrawal, you must have a signature from the library. If not, proceed to number 7.

Library Signature: _____ Date: _____

7. **Registrar** Signature: _____ Date: _____

STUDENT PLEASE READ: This form must be completed and returned to the Registrar's Office (IH100). Failure to return the completed form may result in a failing grade for the enrollment period selected and course(s) listed above. Student acknowledges by initiating and signing this form, they are responsible for any outstanding charges, unfulfilled payment plans, loss of financial aid, TAA, or veteran benefits that may result from the dropping of course(s). All delinquent balances at the end of term are subject to be sent to third party collections service and state tax set-off program.