

## **Operating Policy and Procedure**

### **OP 26.006      Administrative Withdrawal**

**DATE:**            March 5, 2020

**PURPOSE:**      The purpose of this Operating Policy/Procedure (OP) is to establish the policy regarding administrative withdrawals of enrolled students.

**REVIEW:**        This OP will be reviewed in October for even-numbered years by the Vice President for Instruction and Academic Cabinet, with revisions forwarded to the Board of Trustees through President's Council by the Office of the President.

### **POLICY/PROCEDURE**

#### **1. General Policy**

There are times when a student may be removed – temporarily or permanently, from the academic classroom. This action may be a result of repeated behaviors that undermine the learning environment in the classroom, excessive absences, an event that irreparably harms the professional or peer learning relationships, a sanction resulting from a violation of the Student Code of Conduct, not fulfilling tuition and fee obligations to the College, or mathematical impossibilities.

#### **2. Scope**

This policy applies to all currently enrolled students at Kellogg Community College.

#### **3. Definitions**

- a. *Excessive Absence:* Repeated or unexplained consecutive absences (for example, missing three consecutive weeks of classes) or meaningful participation in an online course.
- b. *Mathematical Impossibility:* Occurs at a point during the semester when a student can no longer mathematically pass the class.
- c. *Instructor of Record:* Person(s) identified in the course syllabus as the instructor(s). In most cases, this refers to a faculty member; however in cases of clinical or laboratory study, the term may refer to a professional staff member who oversees student progress and is responsible for course evaluation (for example, clinical, laboratory, or program director).

#### **4. Administrative Withdrawals Procedure**

- a. Acceptable possible triggers for initiation of an administrative withdrawal. Please note that in some cases of withdrawal initiated by instructors, students may want to remain in the course (and earn the resultant grade) for various reasons such as gaining familiarity with the course content for the next attempt, financial aid, or eligibility.
  - i. When it has been determined by the Business Office that the student has not fulfilled tuition and fee obligations to the College – initiated by the Business office.

- ii. As a sanction resulting from a violation of the Student Code of Conduct – initiated by the Dean of Student Services.
- iii. Excessive absence. This is defined as being absent for more than 20% of the class i.e. three weeks of a fifteen week class – consecutively and/or in total, or comparable meaningful participation in an online course – initiated by the instructor of record.
- iv. Missed assessments (totaling over 40% of the total course assessments) – initiated by the instructor of record.
- v. Mathematical impossibility of course success due to any of the above or other performance/behavioral expectations criteria set by the faculty member or program director and known to the student – initiated by the instructor of record.
- vi. As a result of repeated behavior – defined as at least three instances (or a single incident if severe as determined by the Vice President for Instruction) – that clearly disrupts the educational environment as documented by the faculty member, confirmed by the Dean/designee, and supported by the Vice President for Instruction.
  - (i) If general behavioral expectations are not being met, the faculty is expected to communicate that to the student either in a face-to face meeting (with documentation) or via email, following best practices in classroom management.
  - (ii) If behavioral expectations are not being met – which clearly disrupts the educational environment, the student may be temporarily removed/excused from class until the student has an opportunity to meet with the faculty, or dean/designee. If the student refuses to communicate to discuss expectations, the student may be permanently removed from the class if approved by the Vice President for Instruction.
  - (iii) If behavioral expectations are not being met – evidenced in a single severe incident that irreparably disrupts and irreparably harms peer relationships or the teacher-student interaction in the learning environment, the faculty member is to immediately consult with the dean/designee. With the support of the dean/designee, the faculty may recommend the student be immediately withdrawn to the Vice President for Instruction. The Vice President for Instruction will review all relevant evidence/documentation and render a final decision.
- b. Faculty should use a stepped approach during the communication and action phases. The timeline used should be standardized and communicated in course syllabi to students at the beginning of a course. Once a withdrawal procedure is initiated, regular communication should be part of a stepped process leading to withdrawal or remedy agreed upon by the student and faculty member.

**For example:**

**INITIATED WITHDRAWAL PHASE ONE:** communication first contact

Dear [name],

I am writing to inform you that your [reason e.g. *absences*] have reduced your [grade e.g. *57%*] in class [course and section] and this may impact your ability to successfully complete the course.

When can meet to discuss options for improving your course success. If you are not interested, I suggest that you withdraw before the withdrawal deadline so that you can have a "W" on your record instead of an "F". For more information about the course final

withdrawal date, you may visit the KCC web page at:  
<https://portal.kellogg.edu/Student/Courses>. Select this course. (You may also call the Registrar's office.) You may want to speak with an academic advisor to make sure that you understand the impact of a "W" versus a failing grade.

If you are concerned about the effect of a failing grade versus a "W" on your financial aid status you should speak with the college's financial aid department to help guide your decision.

Let me know what you decide by (date). Please note: if you are facing barriers preventing your attendance and participation in this class, please let me know so that I may be able to refer you to an appropriate KCC office to discuss potential resources which might you find helpful.

**INITIATED WITHDRAWAL PHASE TWO:** communication follow up, leading to further action

Dear [name],

I am sorry to tell you that your absences have reduced you to [grade e.g. 40%] in class [course and section] and at this point your future success is in jeopardy.

I suggest that you withdraw before the withdrawal deadline so that you can have a "W" on your record instead of an "F". A grade of "W" may have less of an effect on your future GPA or financial aid status.

If this pattern continues and I do not hear from you within [time period], I will initiate your withdrawal from this course.

**WITHDRAWING STUDENT:** Notification and action

Dear [name],

Your grade has fallen to [grade e.g. 23%] in class [course and section] and reached the point where you cannot recover. If I do not hear from you in the next 3 days, I will withdraw you administratively so that you will avoid receiving an "F" on your permanent record. You will have a "W" which may have less of an effect on your future GPA. You may want to speak with an academic advisor to make sure that you understand the impact of a "W" versus a failing grade.

If you are concerned about the effect of a failing grade versus a "W" on your financial aid status you should speak with the college's financial aid department.

I have acted now because the deadline for withdrawals is [Date], and [waiting any longer would have left me no alternative but to give you the "F" at the end of the semester.]

- c. In all cases, the faculty member should provide a printed copy of any emails that are outlining a possible withdrawal to the student if student does not acknowledge receipt of the email, at the next class the student is present.
- d. If the academic withdrawal process is finalized after the withdrawal date, the student will be withdrawn from the class and will receive an F.

## 5. Roles and Responsibilities

- a. Instructional personnel communicates via college email to the student explaining their academic progress or behavioral expectations in the learning environment.

- b. Instructional personnel, after determining the student will not be able to pass the course or will not be permitted to remain in the class, processes an administrative withdrawal to remove the student from the course.
- c. The Registrar's Office processes the request of the instructional personnel.

**6. Persons/Departments Affected**

- a. Faculty
- b. Registrar's Office
- c. Financial Aid
- d. Academic Advising
- e. Academic Departments

**7. Right to Change Policy**

The College reserves the right to interpret, change, modify, amend, or rescind this policy, in whole or in part, at any time.

**8. Approval Date:** March 17, 2021

**9. Past Revisions:**

- a. March 17, 2021: Policy amended to clarify policy review requirements.