

Administrative Student Course Withdrawal Policy

Purpose and Scope:

As outlined below, this policy gives the administration the authority to withdraw students from their classes as a last-resort action to support and facilitate a safe and healthy learning environment and to promote the well-being of the College community. In creating this policy, particular attention was paid to policies at other community colleges and ensuring the rights of students.

Students with Disabilities – Considerations:

The College prohibits discrimination in educational programs and activities on the basis of disability or any other characteristic protected by applicable law. The College provides a range of resources, support services, and accommodations for otherwise qualified students experiencing medical, emotional, or mental health concerns to promote their safe participation in the College's educational program, including assisting in reducing disruptive behavior. The College will provide reasonable accommodations when properly requested and with appropriate documentation, as long as the accommodations do not require a fundamental alteration of the learning environment. However, there may be situations that create significant and imminent risks and/or that require a level of support that exceeds what would be considered a reasonable accommodation or support for the College to provide. When current medical documentation and/or the best available objective evidence (not speculation, stereotypes, or generalizations) indicates that there is a significant risk to the safety, health, or well-being of the individual student or the College community, the Dean of Students has the authority to initiate the process for an Administrative Student Course Withdrawal.

Criteria:

Based on an investigation by the Dean of Students and in consultation with Disability Support Services to determine if there are reasonable modifications/accommodations to reduce the risk and/or address the behavior while allowing the student to continue their academic progress, students may be administratively withdrawn from their courses for the following reasons:

- To protect the safety of the student and/or others or to protect the integrity of the College's learning environment; or
- Under extraordinary and/or unforeseen circumstances; or
- After academic or disciplinary action that has a specified return date and the student has not returned by the specified time.

Process:

The full process for an Administrative Student Course Withdrawal is outlined in the Student Handbook. Students may appeal to the Vice President of Academic Affairs and Student Services within ten business¹ days from the date of receipt of the written notification of the administrative withdrawal. The withdrawal remains in effect during the appeal process. Students who engage in behaviors that cause a significant disruption to the community may also be subject to the Code of Student Conduct.

¹ Business day is defined as a day when the college is open for business.