Withdrawal for Non-Attendance

A grade of “U” cannot be awarded for:

- a student who never attended class as specified in the course syllabus for a face-to-face course.
- a student who never participated as specified in the course syllabus for an on-line course.

The instructor should withdraw students who have never attended/participated by the 16th calendar day of the semester. In instances where non-attendance/participation cannot reasonably be determined by the 16th calendar day of the semester, instructors should withdraw the student by the 16th calendar day of the course. This will ensure accurate FTE reporting and that financial aid funds are disbursed in compliance with federal and institutional regulations.

It is recommended that the instructor contact the student prior to withdrawal.

Withdrawal for Other Reasons

The instructor may withdraw a student if:

- the student fails to meet course requirements and expectations as specified in the course syllabus;
- the student at any time poses a safety hazard to him/herself or others;
- the student is unable to make up course work.

It is recommended that the instructor contact the student prior to withdrawal.

If neither the student nor the instructor initiates a withdrawal, and the student is not meeting course expectations and requirements, a final grade of “U” should be awarded. A grade of “U” cannot be awarded a student who never attended a fact-to-face course or who never participated in an on-line course.
Documenting an Instructor-Initiated Withdrawal

1. Complete the Instructor Recommended Withdrawal Form or complete the on-line Instructor Recommended Withdrawal Form for your campus found at ematc under E-Forms.

2. Indicate the reason for withdrawal.

3. If the reason for withdrawal is something other than “Never Attended,” record the student’s first and last date of attendance.

4. Submit the form to your campus Registration and Academic Records Office or submit the on-line form.

5. Retain a copy of the withdrawal form for your records.

Reinstating a Student After Withdrawal

If an instructor decides to reinstate a student who has been withdrawn from their class, he/she should:

1. Complete the first two lines of the “Instructor Recommended Withdrawal” form.

2. Write REINSTATE across the top of the form.

3. Sign the form and submit to your campus Registration and Academic Records Office.

The instructor should inform the student that an instructor-initiated withdrawal, as with any withdrawal, may adversely impact financial aid eligibility and academic standing. In addition, students withdrawn by their instructor are not eligible for tuition reimbursement.

See also: BB0202, Fee Refunds and Repayments; DD1001, Attendance

Office of Responsibility: Student Services