ISP 191P
Administrative Withdrawal Procedure

PURPOSE

Establishes procedures which allow students to be administratively withdrawn.

SUMMARY

Requests to administratively withdraw students are submitted directly to the Registrar.

PROCEDURE

For Instructors

1. The Registrar initiates the process during the add/drop timeframe via email and instructors identifies those that have not engaged in academically related activities.
2. Instructors submit requests for administrative withdrawal directly using the online tool sent directly to instructors via email or by sending an email to Registration and Records (registration@clackamas.edu) based on the course-length information.
3. Instructor's requests should follow the instructions in using the online tool. If an email is sent to Registration and Records, it should include the student name, student identification number, course number, and course section.

For Administrators

1. Administrators can request withdrawals electronically by emailing registration@clackamas.edu and it should include student name, student identification number, course number, and course section; or indicate all courses.

REVIEW HISTORY

ISP Committee	Adopted	April 9, 2021
College Council	Reviewed	March 19, 2021