

Procedure

Procedure #5.04.02

Effective Date: 8/27/03

Revised 1/01/10

<p><i>(Impact Area - Dept Name)</i> Students, Faculty</p>	<p><i>(General Subject Area)</i> Instruction</p>	<p><i>(Specific Subject Area)</i> Instructor-initiated Withdrawals</p>
	<p>Author: Eric Murray</p>	<p>Supersedes Procedure # # 5.04.02</p>
<p>Relates to Policy # 5.04.02</p>	<p>Impact:</p>	
<p>Legal Citation (if any):</p>		
<p><i>North Idaho College</i></p>		

Procedure Narrative

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An instructor can withdraw a student from a class, if the student has failed to live up to the course requirements, by following the procedures described below.

Instructor's Guidelines:

In order to withdraw a student, an instructor must follow this procedure:

- In the course syllabus, an instructor must include language provided by the Vice President for Instruction's office that outlines the possibility of an instructor-Initiated Withdrawal.
- An instructor must include an attendance policy and course requirements on the course syllabus. An instructor must keep attendance records and documentation of students' academic performance.
- An instructor must notify a student, through the student's college e-mail, of the intention to withdraw the student at least 48 hours in advance of submitting the withdrawal paperwork to the Registrar's office. The instructor must make a copy of this e-mail, which will include the date sent.

- Instructors must complete the Instructor-Initiated Withdrawal form obtained either from the Registrar's website or in person at the Registrar's Office. A confirmation of the e-mail notification to the student must be attached to the withdrawal paperwork.
- Instructors must indicate the student's last day of attendance on the Registrar's form.
- All paperwork must be submitted to the Registrar's Office no later than the last published date for withdrawals.
- The instructor will maintain documentation that supports withdrawal.
- If the instructor cannot meet the withdrawal deadline for the semester or any of the other conditions outlined in this procedure, the instructor may not assign a grade of 'W'.

Registrar's Guidelines:

- The Registrar's Office will collect the instructor-Initiated Withdrawal form, with the confirmation of the instructor's e-mail to the student, no sooner than 48 hours after notification has been sent to the student. The office will then withdraw the student.
- The Registrar may deny an instructor's request for withdrawal if the instructor did not follow the guidelines outlined above. Instructors may appeal the Registrar's decision to the Vice President for Instruction.
- Upon withdrawing the student, the Registrar's Office will notify the student about their withdrawal, including instructions for an appeal.

Student Appeal Guidelines:

- Before the "W" goes into effect, a student may appeal the instructor's intention to withdraw directly to the instructor before the paperwork is to be filed with the Registrar. The student must make an appointment with the instructor and present evidence that the action is unwarranted.
- After the "W" has been recorded, a student may appeal the instructor's decision to the chair of the division up to five business days after the withdrawal paperwork has been filed. The student must make an appointment with the division chair and must present evidence that the action is unwarranted. The division chair will consult the instructor for his or her point of view.
- If the instructor and division chair have denied the student appeal, within three business days the student may make an appointment with the appropriate Dean (of General Studies, Professional-Technical Education, or Students) and present evidence that the action is unwarranted. The Dean will consult the division chair and instructor to hear their points of view. The Dean's decision in the matter is final.
- To change a "W" grade to a letter grade requires a completed grade change form submitted to the Registrar's office.
- The student may attend class during the appeal process.