

Administrative Withdrawal Procedure

As you have probably heard, we are implementing a new policy for administrative withdrawals. There is already language in the syllabi informing students of their responsibilities. What this will mean for you is that you'll need to keep track of any students who fall into one of the following three categories:

1. At the beginning of the semester, if a student misses the first two (2) class meetings or online activities.
2. At any point in the semester, if a student misses four (4) consecutive class meetings or online activities.
3. If over the course of the semester, the student persistently fails to attend class or fails to complete assignments.

(The department has defined this as having attended less than 70% of classes or having attempted less than 70% of the work in a major category of assessment.) Arranging your grade book by due date will help with this.

If you find that a student falls into one of these categories, the first order of business is to contact them directly. Please submit an Early Alert **and** send an email, keeping track of the dates of these communications. A sample email follows:

Hi, <insert student name>,

According to my records, you have <insert circumstance 1, 2, and/or 3; e.g., missed the first two course meetings>. As per the syllabus, this is grounds for an administrative withdrawal, which will remove you from this class. This course of action is a last resort and something that I would like to avoid. The administrative withdrawal process has not yet been initiated, and if your <attendance/performance> significantly improves then there will be no reason to start it. However, if the situation continues, we will begin the Administrative Withdrawal process. If you would like to discuss the situation or provide documentation of any extenuating circumstances affecting your <attendance / performance>, please feel free to contact me. Additionally, keep in mind that there are many opportunities for help outside of class, including office hours and tutoring services. Please see the syllabus for more details.

Best,

<insert instructor name>

If instead you have a conversation, send a follow-up email so that it can be documented.

The goal should be to get the student back on track and avoid the administrative withdrawal process altogether.

If, after contacting the student, the situation persists, then we can proceed with the administrative withdrawal. At this point, you'll need to fill out the form (attached to this e-mail), and provide the following supporting documentation:

1. A PDF copy of your syllabus.

2. A brief account of what work the student has missed and how that fits with the conditions in the Administrative Withdrawal statement in the syllabus.
3. Details of your attempts to contact or discuss the situation with the student including approximate dates.
4. An explicit communication that has been sent to the student indicating they will be administratively withdrawn from the class if the situation does not significantly improve. There are some requirements for these communications, so we ask that you use the sample communication above.
5. A completed Administrative Withdrawal form

Once all this is in order, please send all of this information to Kevin Meek (kmeek@nmsu.edu).