

**Policy: Dropping of Courses and Withdrawals**

**Number: 01.00.01**

**Approval Date: Not Available**

**Revision Dates:**

**Section: Academic Affairs**

**Area: Not Applicable**

**Subject: Courses – Drop and Withdraw**

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**PURPOSE**

Students are expected to actively engage in their education by attending and participating in class activities. Faculty are expected to monitor their students' active participation. It is the responsibility of the faculty to report any student who has not attended or actively participated in learning activities for a period of two weeks to the Registrar. The Registrar or the Associate Dean for Academic and Student Affairs will attempt to contact the student to learn the reason for his/her lack of participation. If a satisfactory reason is not presented and the student does not actively engage in learning activities in the class(es) in a three-week period, the student will be administratively dropped from the class(es). If all classes are dropped, the student is administratively withdrawn from the school.

**APPROVAL**

Historical information is not available on the approval of this policy.