



# EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional  
Effectiveness: (915) 831-6740

## **ECC-2      Withdrawal and Reinstatement of Students**

**APPROVED:** May 28, 1985      **REVISED:** March 11, 2005  
**Year of last review:** 2021

**AUTHORIZING BOARD POLICY:** ECC

Classification: Administrative

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated Contact: Executive Director of Admissions and Registrar

**OBJECTIVE:** To establish the guidelines for student withdrawal from and/or reinstatement to a class.

### **PROCEDURE:**

#### **I.      Withdrawal Actions**

##### **A.      Student Withdrawals**

1.      After a student has completed registration and paid the required tuition and fees, he/she is considered enrolled until an official drop action has been received and processed through the Office of Admissions and Registration. When the student decides to drop a course or withdraw from the College, i.e., drop all courses, it is his/her responsibility to obtain the appropriate form from the Office of Admissions and Registration, secure the appropriate signatures and return the completed form to the Office of Admissions and Registration. Forms received after the deadline each semester for withdrawal, will not be accepted.
2.      Courses will be dropped by the student, in person. However, if the student is unable to appear, he/she may submit a written request to the Office of Admissions and Registration. Such drops become effective on the date the letter is postmarked.
3.      Students who cease to attend non-remedial courses without officially withdrawing from his/her courses will receive a grade of "F" unless withdrawal has been authorized within the timeliness of this procedure.

##### **B.      Faculty\* Withdrawals**

Faculty may initiate withdrawal actions for non-pursuit of course objectives as specified in College procedure ECC-1 *Criteria for Determining Course Pursuit by Students*.

##### **C.      Administrative Withdrawals**

Withdrawal of a student may be initiated by a designated member of the administrative staff of the District under the following conditions:

1.      The student has an outstanding financial obligation which is due to the District
2.      The student has been placed on academic suspension,
3.      The student has been placed on disciplinary suspension; and/or
4.      The student has not attended at least one (1) class session during the census period.

**NOTE:** Administrative withdrawals must be submitted to the Office of Admissions and Registration for processing. Withdrawals for non-attendance will be effective the date of roster certification by the instructor.

##### **D.      General Considerations Concerning Withdrawals**

1.      Timelines

- a. After completing his/her registration, a student may withdraw from any or all classes from that point up to the twelfth week for sessions of sixteen (16) weeks, and half the time for shorter periods of time.
  - b. The student will receive no grade for any withdrawal occurring prior to the census date of the semester for which he/she is enrolled.
  - c. After the census date, the student will receive a grade of "W".
  - d. Following the deadline for withdrawals, the student will receive a final grade, as determined by the instructor.
2. Administrative withdrawal actions may be initiated at any time and will be effective on the date of initiation by the Administrative Officer.
  3. Students dropped by either their own action or by administrative actions will not be permitted to remain in class and will not be allowed to receive a final grade other than a "W" unless officially reinstated.

## II. Reinstatement Actions

### A. Reinstatement Conditions And Process

1. A student may not be reinstated to a course from which he/she officially withdrew.
2. Students will not be reinstated into a course they did not attend during the census period.
3. A student may not be reinstated into a course from which he/she was dropped for course pursuit considerations, except on appeal to the Dean and with concurrence of the instructor.
4. Except for a Dean reinstatement on appeal of a withdrawal for non-pursuit of course objectives, a student may not be administratively reinstated to courses for which final exams have begun.
5. A student may not be administratively reinstated on a retroactive basis for a semester/session that has officially ended.

### B. Administrative Reinstatements

1. Students administratively withdrawn may be reinstated only through actions by the administrative area initiating the withdrawal.
2. Students may be administratively reinstated only once in a semester/session in any one course.
3. Exceptions to the reinstatement provisions of this procedure may be authorized through the office of the Vice President of Student and Enrollment Services.

## III. Reporting Withdrawals/Reinstatements

- A. The Office of Admissions and Registration has the responsibility to report withdrawals/reinstatements that have been received and processed. Reports of these actions will be forwarded to:
  1. Instructors
  2. Veterans' Affairs Office
  3. Financial Aid Office
  4. Business Office
- B. The reports are to be distributed at least once a week.