

## **Administrative Withdrawal for Non-Attendance:**

*The following policy defines the authority of faculty members to administratively withdraw students for non-attendance in CSN courses.*

*For classroom-based courses, faculty may administratively withdraw a student from a course for non-attendance if the student has not attended:*

- 1. By the end of the second class session in 16 week courses that meet twice a week.*
- 2. By the end of the first class session in courses shorter than 16 weeks or in courses that meet once a week (to include hybrid courses).*

*For online courses with no physical class meeting, faculty may administratively withdraw a student from a course if the student has not logged into the course page on CSN's chosen learning management system:*

- 1. By the end of the first week of a 16 week academic term.*
- 2. By the end of the first two calendar days of academic terms shorter than 16 weeks.*

*In each of these circumstances, instructors may admit students to full classes to replace those to be administratively withdrawn for non-attendance.*

*To avoid being administratively withdrawn from a class, a student must request permission to remain in the course. Permission must be requested in writing (to include electronic mail using the student's CSN email account) from the instructor prior to the first day of the academic term. Requests must specify which dates will be missed and the reason for the absence(s). It is the student's responsibility to ensure that the request has been received. The instructor shall notify the student as to whether his/her request has been granted or denied prior to administratively withdrawing the student according to the stipulations outlined above.*

*An administrative withdrawal for non-attendance is not automatic but may be initiated at the instructor's discretion. Therefore, students who desire to withdraw from a course continue to have the responsibility to officially do so following normal CSN procedures.*

*For the purposes of refunds, an administrative withdrawal for non-attendance is treated the same as a student initiated drop/withdrawal. An administrative withdrawal for non-attendance is effective after the 1<sup>st</sup> week of class (16-week courses) or after the 2<sup>nd</sup> calendar day (courses shorter than 16-weeks). See CSN's Drop Fee Schedule and Refund & Exceptions Policy for details regarding refund procedures.*

DRAFT

**Student Request Not to Be  
Administratively Withdrawn For Non-Attendance**

This request must be submitted to the Instructor *before* the 1<sup>st</sup> class meeting.

Student Name: \_\_\_\_\_

Student Email: \_\_\_\_\_

Student ID: \_\_\_\_\_

Course: \_\_\_\_\_

Section: \_\_\_\_\_

Semester: \_\_\_\_\_

Instructor: \_\_\_\_\_

Date(s) of proposed absence(s): \_\_\_\_\_

I will be unable to attend class during the first week of classes, and I am requesting not to be dropped from the course for non-attendance. Reason for absence(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\* BELOW PORTION TO BE COMPLETED BY INSTRUCTOR \*\*\*

Date Request Received by Instructor: \_\_\_\_\_

\_\_\_\_\_ Approved      \_\_\_\_\_ Denied

Instructor's signature: \_\_\_\_\_

Date: \_\_\_\_\_