



Policy

ADMINISTRATIVE WITHDRAWAL POLICY

DCB.504

EFFECTIVE DATE: JANUARY 2017

REVIEWED: JANUARY 2025

Policy

Faculty at Dakota College will take attendance in their courses beginning on the first day of class until the following times within a semester or session are reached:

- a. The end of the twelfth calendar day of a regular 16-week semester;
- b. The end of the fifth calendar day of a summer or eight-week session.
Students who have not attended a single lecture or laboratory class up to these times or endpoints are to be reported to the registrar. Online students who have not completed any work are to be reported under the same guidelines. When the report is submitted, the registrar will administratively withdraw the student from the course(s) listed by the instructor. A “W” will be recorded on the academic transcript denoting the withdrawal and the published refund policy will apply. The registrar will send a letter to the affected students notifying them of the change to their enrollment status and of the appeal process for reinstatement in the course(s).

Refunds for Students who are withdrawn

- a. A “W” will be recorded on the academic transcript denoting the withdrawal and the published refund policy will apply.
- b. Book Returns
The bookstore policy on returns will apply to all students who are administratively withdrawn.
- c. Appeals Process for Administratively Withdrawn Students
If a student who has been administratively withdrawn from one or more courses wishes to be re-enrolled in those courses, he/she must complete a Petition to Add form which requires the signatures of the instructor.