

**SOUTH FLORIDA STATE COLLEGE  
ADMINISTRATIVE PROCEDURES**

**PROCEDURE NO.** 3100

**TITLE:** INSTRUCTOR WITHDRAWAL OF STUDENTS FROM CLASSES

**BASED ON POLICY:** 3.10 ACADEMIC PROGRESS

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR ACADEMIC  
AFFAIRS AND STUDENT  
SERVICES/STUDENT SERVICES

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I. Purpose:

To establish a process for the withdrawal of students by instructors for academic and attendance reasons

II. Procedure:

A. Withdrawal for academic reasons

1. A withdrawal for academic reasons may be issued by the instructor up to the last date for withdrawal specified in the South Florida State College (SFSC) academic calendar. Exception: Students enrolled in a course for the third time are not to be withdrawn. A grade must be assigned.
2. To withdraw students for academic reasons, the instructor must complete and submit an Academic Progress Report form to the Office of the Registrar. On the form, faculty will designate whether this is (1) a warning notice; (2) a request to withdraw with a grade of "W"; or (3) notification of a failing grade. If the student is withdrawn for academic reasons (before or after the withdrawal date), the instructor will remove the student's access to the Learning Management System.
3. If the request is a warning notice, the Office of the Registrar will notify the student that he/she is in danger of failing or being withdrawn from the course for lack of academic progress and will request that the student meet with the appropriate instructor as soon as possible. A warning notice, sent to a student in his/her third attempt, will indicate that he/she will receive a grade for the course and is not permitted to withdraw from the course.

B. Degree program attendance and withdrawal

1. The instructor has the authority to withdraw a student for failure to meet attendance requirements up to the last date for withdrawal specified in

- the SFSC academic calendar provided it is not the student's third attempt. Additionally, the student will be directed to the syllabus in order to determine whether other disruptive behaviors such as tardiness or early departures could count towards absences.
2. Attendance expectations will be clearly specified in the course syllabus and covered by the instructor during the first week of class in a format appropriate to the class (written, oral, electronic).
  3. An instructor may withdraw a student for failure to meet attendance requirements in the following ways:
    - a. Attendance will be monitored starting the first day of class of the term. A student not attending classes during the first and second weeks of classes will be reported to the Office of the Registrar as a 'No Show.'
    - b. Prior to the last date for withdrawal, the instructor will indicate students who have not met attendance requirements. If the student is not attending classes at the last date for withdrawal, he/she will be reported to the Office of the Registrar as 'Not Attending.' The Registrar will withdraw the student from the class with a final grade of W.
    - c. If the student ceases to attend class regardless of modality after the last day to withdraw with a W, faculty should award the grade of F by submitting a Class Absence Report form to the Office of the Registrar. Also if the student ceases to attend after the last date for withdrawal, the instructor will remove the student's access to the Learning Management System.
    - d. If extenuating circumstances beyond the student's control occur after the withdrawal date, a student may petition the Academic Appeals Committee to request a withdrawal from the class with a grade of W.

#### C. Adult education attendance and withdrawal

1. An adult education student enrolled in the ABE, GED, or ESOL programs will be withdrawn from his/her class for non-attendance; the standard for non-attendance will be six or more consecutive absences.
2. The withdrawal date for non-attendance will be reported on the day after the last date of attendance.
3. Students withdrawn due to non-attendance may file an appeal with the director, adult education. Appropriate documentation verifying the extenuating circumstance must accompany the appeal.

D. Clock hour certificate programs attendance and withdrawal

A student enrolled in a clock hour certificate program will be withdrawn from their class if they have missed more than 10% of the hours for that class/lab. Students should review the course syllabus for additional information.

E. Limited access and specialty programs

1. Attendance, performance, and standards of academic rigor may differ from other college programs or courses. Students enrolled in these subjects should refer to the individual program policy, procedure, and syllabi for detailed information in each topic, course, or program.
2. Students enrolled in limited access programs and hybrid courses may be required to attend all face-to-face class sessions. Please see the instructor's individual attendance policy on the syllabus for more information.

**HISTORY: Last Revised: 10/1/19**

**Adopted:** 8/27/84

**Reviewed:** 5/20/08

**Revised:** 1/21/02, 6/1/05, 10/6/09, 7/10/12, 3/4/14, 10/1/19