

Administrative Withdrawal

RVC Administrative Procedure (4:20.140)

Rock Valley College may administratively withdraw students from courses when students are not actively pursuing course objectives, for disciplinary reasons, or due to extenuating circumstances.

Purpose

The purpose of this procedure is to establish consistent guidelines and processes for administrative withdrawal from courses.

Scope

This procedure applies to all students enrolled in credit or applicable coursework at Rock Valley College and to employees responsible for initiating or processing administrative withdrawals.

Department and Primary Point of Contact Involved

Department: Records and Registration and Academic Affairs

Primary Point of Contact: Registrar/Director of Records and Registration and Chief Academic Officer

Definitions

Administrative Withdrawal

The removal of a student from a course or courses by the College for academic, disciplinary, attendance-related, or extenuating circumstances.

Actively Pursuing Course Objectives

Participation in course activities, assignments, attendance, or engagement as defined by the instructor and course expectations.

Procedure

1. An instructor may request the administrative withdrawal of a student when the student is not actively pursuing course objectives as established by the instructor.
2. The College may administratively withdraw a student for disciplinary reasons in accordance with applicable student conduct procedures.
3. The College may administratively withdraw a student due to extenuating circumstances when deemed necessary by the institution.
4. Administrative withdrawals may affect academic standing, financial aid eligibility, veteran benefits, athletic eligibility, or other student services and benefits.
5. Records and Registration is responsible for processing approved administrative withdrawals in the student information system.



Related Documents

Rock Valley College Website-Registering for Classes
Rock Valley College Catalog

Reference: AR 314

Implemented: April 8, 2014

Revised: July 24, 2026