

<b>Administrative Withdrawal</b>	Policy Number	3.5
	Effective Date	August 2, 2011

**1.0 POLICY & PURPOSE**

Laramie County Community College retains the right to administratively withdraw students from classes under circumstances related to financial obligation, academic standing, individual hardship, and discipline or campus safety. Administrative withdrawal may be initiated if the student:

- A. Has a delinquent financial account at the College.
- B. Registered for classes while under suspension or expulsion.
- C. Is physically or emotionally unable to withdraw personally and it is determined that the student would have withdrawn if given the opportunity.
- D. Fails to meet academic progress requirements in a selective admission program.
- E. Is required to withdraw due to a disciplinary action.
- F. Is withdrawn according to the involuntary medical withdrawal policy. (See Administrative Rule No. 08-1 – Attachment A.)



The purpose of this policy is to assure that students are administratively withdrawn under certain circumstances consistently.

**2.0 REVISION HISTORY**

Adopted on: 8/2/11

**3.0 PERSONS AFFECTED**

Students, Faculty, Administrators, and Accounting Services and Student Services Staff

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Jennifer Hargett, Enrollment Services Dean	6/28/11
Approval by President’s Cabinet		8/2/11
Approval by President (Signature)		8/2/11
Approval by Trustees (Signature)		11/28/12

# ATTACHMENT A

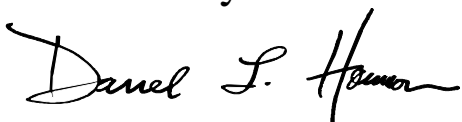
**ATTACHMENT A**  
**LCCC**  
**ADMINISTRATIVE RULES**

Administrative Rule 08-1

October 21, 2008, President's Cabinet

Rationale: President's Cabinet agreed to issue an Administrative Ruling in lieu of a policy/procedure because of immediate need. The administrative ruling reads:

Ruling: Laramie County Community College is committed to the well-being and safety of its community members and the integrity of its learning environment. Laramie County Community College upholds standards of conduct that all students must maintain in order to be eligible for college residential living and/or continued enrollment. The College may require a student to take a medical withdrawal if there is sufficient evidence that: (a) the student presents a significant health and/or psychological risk to self and/or others, (b) the student is engaging or is likely to engage in behavior that presents a real danger of substantial and imminent harm to self and/or others, and /or (c) the student's behavior substantially impedes and/or disrupts the lawful activities and/or learning environment of other members of the campus community.



Darrel L. Hammon, Ph.D.  
President