Mountwest
Community & Technical College
Office of the President

Mountwest Administrative Procedure

Withdraw for Non-Attendance

This procedure sets forth the requirements for students to be administratively withdrawn from registered classes when they have been reported by faculty as never attending or that they have stopped attending classes during any given semester.

1) The Mountwest faculty is required to report attendance four times during the fall and spring semesters.

2) If a student has been reported as never attending, the Manager of Financial Aid will notify the Dean of Student Services.
   The Dean of Student Services will administratively withdraw these students from the classes they are registered for.

Effective Date: July 25, 2012
Approved by: Dr. Keith Cotroneo, President

Signature: _____

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