

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This procedure sets forth the requirements for students to be administratively withdrawn from registered classes when they have been reported by faculty as never attending.

- 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.