

# Administrative Withdrawal

- 1) Open a web browser, and go to “*www.otc.edu*”:



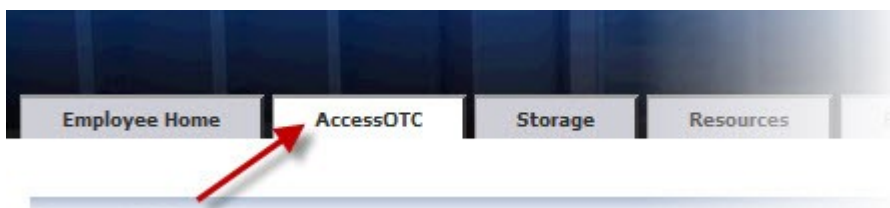
- 2) On the OTC homepage, click the “*My.otc*” link as shown below:



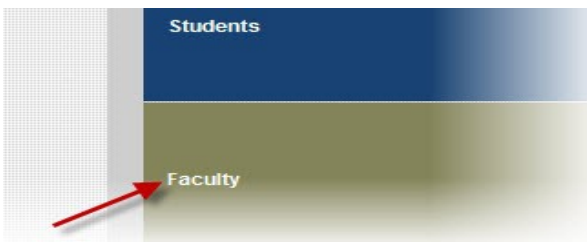
- 3) Login with “OTC *User Name*” and “*Password*”. Select “*Sign In*”:



- 4) Click the “*AccessOTC*” tab at the top of the page:



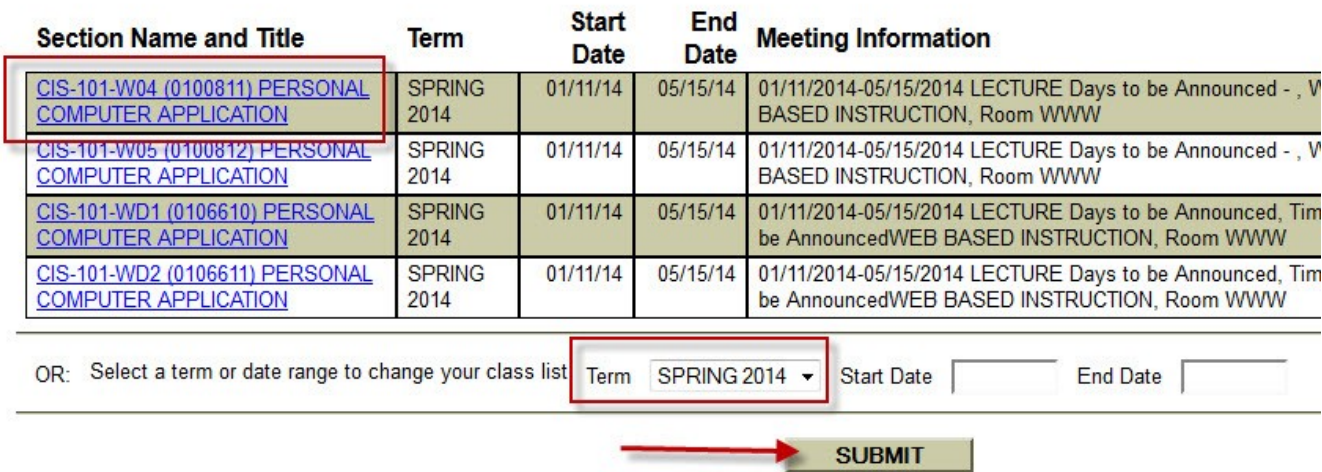
- 5) Make sure you are in the “*Faculty area*”:



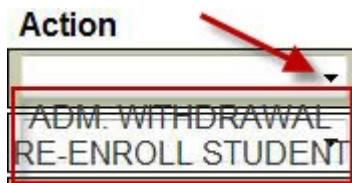
6) Click “*Administrative Withdrawal*” under **Faculty Resources**:



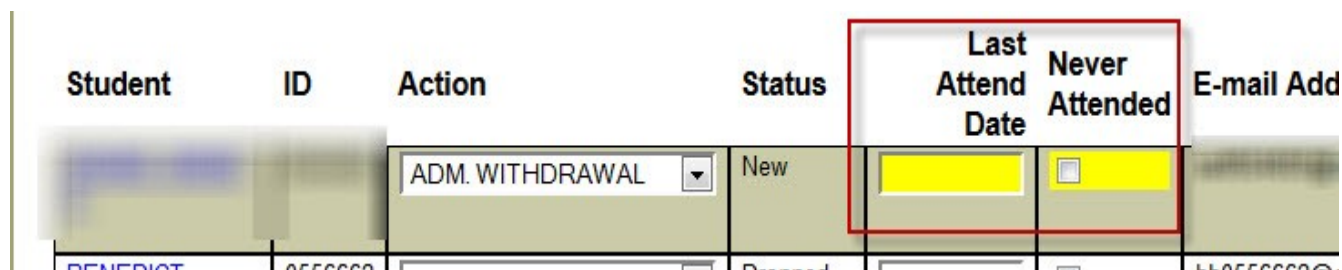
7) Select the *term* and *class* and hit “SUBMIT”:



8) Each student in class is listed along with several columns; use the *Action* column to select “*ADM. WITHDRAWAL*” or “*RE-ENROLL STUDENT*”:



9) After selecting “*ADM. WITHDRAWAL*”, you must add the date for the “*Last Attend Date*”, or if the student has never attended class, please select “*Never Attended*”:



10) Once the task is complete, click “***SUBMIT***” at the bottom of the page.



**NOTE:** You will be flagged if “***Last Attend Date***” or “***Never Attended***” is not selected. If the student is re-enrolled after this process, the “***Last Attend Date***” or “***Never Attended***” flag will be removed.

As per college policy, if a student does not attend a seated course or fails to participate in an online course for 14 consecutive calendar days, they will be administratively withdrawn from the course by their instructor. A student may request re-enrollment in the course by contacting their instructor. Only the instructor may determine if re-enrollment will be permitted.

Students should be aware that an administrative withdrawal may reduce the amount of financial aid they receive, delay their graduation or necessitate repayment of aid already received and does not relieve their obligation to pay all tuition and fees due the college. Please direct all questions regarding the administrative withdrawal policy to your instructor.

1. Instructors and select college personnel have the ability to withdraw a student from courses due to lack of attendance or non-participation in academically related activities.
2. Once a student has enrolled in a credit class, enrollment in the class is maintained throughout the semester unless the student officially drops, is removed for non-payment, or is withdrawn by the instructor once the term begins. A student-initiated drop or instructor-initiated administrative withdrawal will result in a drop fee assessed to the student.
3. Instructors shall maintain accurate class attendance in a college-sanctioned electronic system. Attendance should be updated on a weekly basis.
4. To facilitate proper financial aid disbursement, instructors will withdraw any student who has never attended a class by the date set for roster verification.
5. An instructor will administratively withdraw a student from class if the student has not attended the class for 14 consecutive calendar days. This does not include days in which the college is not in session.
6. In both student-initiated drops and administrative withdrawals the instructor should communicate with the student to provide updates of their progress prior to the withdrawal occurring.
7. An instructor may re-enroll a student that has been withdrawn if a plan of action to complete missed class material and assignments has been agreed upon between the instructor and student.
8. Non-attendance and withdrawal from a course may reduce the amount of financial aid a student receives, delay graduation, or necessitate repayment of aid already received and does not relieve a student of their obligation to pay the tuition and fees due the college.