

**Northern New Mexico College  
ADMINISTRATIVE POLICY**

<b>Subject:</b>	Administrative Withdrawal
<b>File Reference:</b>	1.9
<b>Date Approved By Board of Regents:</b>	February 11, 1993
<b>Replaces Policy Approved On:</b>	

**Purpose:**

**Policy:**

Although withdrawal from classes is normally the responsibility of each student, circumstances may require and/or permit that the College administration exercise that responsibility for the student. Examples of such circumstances might include non-payment of tuition and fees, falsification of information used in determining admission eligibility, failure to attend classes or prolonged cessation of attendance, serious illness/injury resulting in physical/mental incapacitation, legal incarceration, disciplinary action resulting in suspension or expulsion, military call-up, or death. In such cases, the appropriate department will exercise that authority and responsibility on behalf of the institution and in the best interests of the student.

**Procedures:**

**Cross Reference:**