



<b>Policy Number and Title:</b>	<b>400.105 Administrative Withdrawal Policy</b>		
<b>Approval Authority:</b>	BMCC Board of Regents	<b>Date Effective:</b>	11/15/2024
<b>Responsible Office:</b>	Financial Aid	<b>Responsible Office Contact:</b>	BMCC Financial Aid Director

**1. POLICY STATEMENT/REASON FOR POLICY**

The purpose of this policy is to provide a clear process for administratively withdrawing students who cease attending classes, fail to participate in academic activities, and do not officially withdraw, ensuring compliance with federal regulations and proper enrollment reporting.

**2. ENTITIES AFFECTED BY THIS POLICY**

BMCC Administrators and students.

**3. WHO SHOULD READ THIS POLICY**

All BMCC students and financial aid employees.

**4. WEB SITE ADDRESS FOR THIS POLICY**

-This policy can be found at: <https://www.bmcc.edu/policies.html>

**5. FORMS/INSTRUCTIONS**

No forms required.

**6. HISTORY**

-Created: 11/08/2024; Approved by email BOR phone vote 11/15/24; Reaffirmed phone vote on 01/17/2025.

-Next Review Date: 11/15/2027.

-BMCC reserves the right to revise policies at any time.

**7. RELATED POLICIES**

N/A

## 7. THE POLICY

### 400.105 Administrative Withdrawal Policy

#### A. Purpose:

To provide a clear process for administratively withdrawing students who cease attending classes, fail to participate in academic activities, and do not officially withdraw, ensuring compliance with federal regulations and proper enrollment reporting.

#### B. Scope:

This policy applies to all enrolled students at Bay Mills Community College (BMCC) who are attending on-campus, online, or hybrid courses.

#### C. Definition of Attendance:

Refer to course syllabus.

#### D. Criteria for Administrative Withdrawal:

##### 1. MIA Identification:

A student is classified as Missing in Action (MIA) if they are recorded as absent in all enrolled courses for two consecutive weeks. If they begin attending any of their courses within the timelines listed in the policy, they are no longer classified as MIA and will not be administratively withdrawn.

##### 2. Notification Process:

- a. **Week 1 and 2 of Absence:** A designated college representative will attempt to contact the student via their BMCC email, phone/text, Starfish, or other official communication methods to encourage re-engagement and inform them of the risk of administrative withdrawal.
- b. **Week 3 of Absence:** If the student remains non-responsive and does not attend any of their courses, the college will issue a final notification stating that the student will be administratively withdrawn if they do not respond within 48 hours.
- c. **Final Notice:** In the final notification, the college will emphasize the serious nature of this communication, reminding the student of the administrative withdrawal's potential academic and financial impacts. This notice will be sent to the student's BMCC email and other contact methods to ensure receipt.

### **3. Administrative Withdrawal Execution:**

- a. If no response is received within the 48-hour timeframe, BMCC will proceed with an administrative withdrawal, recording the student's last date of attendance as the final day they participated in an academic activity. The withdrawal will be processed to ensure compliance with federal financial aid regulations, including Return to Title IV (R2T4) calculations, and to accurately report the student's enrollment status.
- B. Withdrawal Notice: Following the administrative withdrawal BMCC will send official written notification of the administrative withdrawal to the student's last known address on file via first class registered mail return receipt requested (United States Postal Service). In addition, a copy of the written notice shall also be sent to the student's BMCC email address. The contents of the notice will include the action taken, the appeal procedure and remind the student of the potential academic and financial impacts.

### **4. Financial Implications:**

- a. The student may be subject to financial aid recalculations and potential balances due based on federal and institutional withdrawal policies.

### **5. Appeal Process:**

- a. A student who is administratively withdrawn may appeal the decision within five business days of the withdrawal date by providing documented extenuating circumstances that prevented attendance and communication.
- b. The appeal will be reviewed by a designated team, including members from the Financial Aid Office, Registrar's Office, Academics, and Student Success. If the student has grounds to believe that the action is unjust, they may appeal in writing to the President within 5 business days of the decision. The President may then arrange a meeting with the individual to discuss the matter and revisit the prior determination, which may be revised.