



Intent to Administratively Withdrawal Guidance Document

Purpose: This document outlines the standardized process that Online Providers must follow when a student is at risk of administrative withdrawal due to inactivity in a course for 10 consecutive school days.

Procedure: If an Online Provider intends to administratively withdraw a student as a result of the student being inactive in the course for more than 10 consecutive school days, the Online Provider will move the Course Credit Acknowledgement (CCA) status from *Confirmed* to *At Risk of Administrative Withdrawal After five school days*. Moving the CCA to this status will automatically notify the student, parent, and counselor of the intent to administratively withdraw the student within five school days.

To avoid withdrawal, the student must log in to the course, one or more times, and submit at least one graded assignment within five school days of receiving the notice. If the student does not complete both actions within five school days, the Online Provider shall formally withdraw the student on the sixth school day by changing the CCA status to *Administrative Withdrawal*. This status change automatically notifies the student, parent, and counselor of the withdrawal; therefore, no additional notification from the Online Provider is required.

If the Online Provider changes the CCA status to *Administrative Withdrawal* prior to the sixth school day and subsequently receives a request for reinstatement, the CCA may not be returned to a *Confirmed* status. The CCA is considered closed due to the Online Provider prematurely moving it to a closeout status.

What happens after a CCA is changed to *At Risk of Administrative Withdrawal After five school days*?

Scenario 1: The student logs in to the course, one or more times, and submits at least one graded assignment within five school days of receiving the notice.

Online Provider Action: The Online Provider changes the CCA status from *At Risk of Administrative Withdrawal After five school days* back to *Confirmed* on the sixth school day.

Scenario 2: The student **does not** log in to the course, one or more times, and submit at least one graded assignment within five school days of receiving the notice.

Online Provider Action: The Online Provider changes the CCA status from *At Risk of Administrative Withdrawal After five school days* to *Administrative Withdrawal* on the sixth school day.

Scenario 3: The student logs in to the course, one or more times, and submits at least one graded assignment within five school days of receiving the notice. However, the Online Provider changed the CCA status to *Administrative Withdrawal* prior to the sixth school day.

Online Provider Action: The CCA is considered closed because the Online Provider prematurely moved it to a closeout status; therefore, no further action can be taken. The Online Provider may choose to allow the student to complete the course and issue credit independently outside of the SOEP. The Online Provider will not receive SOEP funding for the remainder of the course.

Effective Date: July 1, 2026