

# NEW RIVER COMMUNITY AND TECHNICAL COLLEGE

## PROCEDURE NO. 39

**TITLE:** Student Withdrawal Procedure after Schedule Adjustment (Add/Drop) period

**EFFECTIVE DATE:** October 16, 2015

**DATE REVISED:**

**REPLACES:**

### PROCEDURE

#### 1. PURPOSE

- A. To provide guidance to faculty, staff and students for a student's decision to withdraw either from individual classes or to withdraw completely from the College. This procedure does not address administrative withdrawals or schedule adjustments during the "add/drop" period at the beginning of the semester.

#### 2. SCOPE AND APPLICABILITY

- A. This procedure applies to all faculty, staff and students.

#### 3. PROCEDURES

- A. When a faculty member notes a student to be excessively absent or struggling in his or her classes, the student will be referred to the Student Success Center on his or her campus. Attendance should be reported weekly to assist in this process.
- B. A student who has never attended classes for a semester may be administratively withdrawn from all classes for that term. This type of withdrawal from classes is not guaranteed and the student is still responsible for completing a Request for Withdrawal form if deciding not to take classes. A student who has not withdrawn properly for a term is responsible for the grade earned, any outstanding financial obligation to the College, and repayment of financial aid funds, if applicable.
- C. Upon deciding to withdraw from classes, the student must meet with his or her Academic Advisor and/or an Educational Counselor in the Student Success Center followed by:
  - i. The College Financial Aid Office if the student has received any form of financial aid (loan, grant, scholarship, etc.)
- D. All forms associated with the student withdrawal process will be available in the offices of your Academic Advisor and in the Student Success Center.
  - i. The Add/Drop form is only to be used prior to a term starting and

during the week of schedule adjustment at the beginning of a term. After the schedule adjustment period has ended, the student will complete a Request for Withdrawal form, available in the office of your Academic Advisor and in the Student Success Center, to begin the process of withdrawing from a class or classes with the assistance of his or her Academic Advisor.

- E. The Student Success Center will provide resources and/or counseling, if appropriate. If possible, the student will be referred to the next office within 72 hours.
- F. Processing the form:
  - i. In the case the student is withdrawing only from some of his or her classes (not completely withdrawing) the form will be returned to the Office of Admissions on the student's campus or the Registrar's Office for processing the class withdrawal.
  - ii. In the case the student is completely withdrawing from the College, the form is returned to Registrar's Office for final processing by the last staff person/department who signed the form. The Registrar's Office determines effective date of withdrawal and distributes copies of the form to the appropriate areas.
  - iii. The withdrawal form associated with this procedure is to be used for partial (some classes) or complete withdrawal (from all classes) because of potential financial aid implications.
    - a. Withdrawal from individual classes after the "add/drop" period:
      - 1) The student must see his or her Academic Advisor and/or an Educational Counselor in the Student Success Center to discuss implications for future class work. After discussion with the student, the Academic Advisor or Educational Counselor will sign in the Advisor/Educational Counselor Signature section beside of the class being withdrawn (initials accepted after full signature on first class) then refer the student to the Academic Advisor and/or an Educational Counselor in the Student Success Center who will also provide counseling with the student and sign the appropriate box at the bottom of the form in Student Responsibilities.
      - 2) The student must see the Financial Aid Office (if student financial aid was received). After discussion with the student, a Financial Aid Office Counselor should sign the form in the Financial Aid section of Student Responsibilities on the form and have the student initial in the appropriate box.
      - 3) The student should finally be referred to Office of Admissions on his or her campus to have the schedule adjustment processed.

b. Withdrawal from all classes:

- 1) The student should see his or her Academic Advisor and/or an Educational Counselor in the Student Success Center to discuss implications for future class work. After discussion with the student, the Academic Advisor or Educational Counselor will sign in the Advisor/Educational Counselor Signature section then refer the student to the Academic Advisor and/or the Student Success Center who will also provide counseling with the student and sign the appropriate box at the bottom of the form in Student Responsibilities.
- 2) The student should see the Financial Aid Office to discuss potential implications for their financial aid status. After discussion with the student, the Financial Aid Counselor should sign the form in the Financial Aid section of Student Responsibilities on the form and have the student initial in the appropriate box.
- 3) If the Financial Aid staff determines that the student was not receiving financial aid, the student may be referred to the Business Office to discuss the implications to their student account.
- 4) The signed form is returned to the Registrar's Office for final processing by the last person/department who signed the form. The last department to sign the form should make a photocopy of the document and provide this copy to the student prior to sending the original form to the Registrar's Office.

G. Special Circumstance Withdrawal

- i. It is the responsibility of the student to adhere to deadlines and to ensure that withdrawing from a class or classes is done prior to the deadline. Due to the amount of time given for a student to withdraw from classes, late withdrawals are reserved for extraordinary situations. Regardless of circumstances, late withdrawal petitions are not guaranteed to be approved.
- ii. If a late withdrawal is not approved, students will be responsible for all class requirements including grades earned and any outstanding financial obligations to the College. An approval of a late withdrawal will not cause a refund of any tuition or fees.
- iii. Students seeking a special circumstance, late, or retroactive withdrawal must submit a Request for Withdrawal form and write his or her explanation on the back of the form or on a separate sheet of paper. Documentation is required as proof of the reason for withdrawal as well as why they were unable to submit the Request for Withdrawal form by the deadline.
- iv. If a student is requesting a late withdrawal from some classes for a

term instead of completely withdrawing from all classes, the student will also need to provide documentation of why only certain classes are requested and why the other classes in the same term were completed.

- v. Students seeking a retroactive withdrawal must submit the request within one calendar year after the last day of classes for the term requested. A withdrawal from any class after the last day of the semester is considered a grade change and instructors of the class or classes will be notified prior to approval of the request.

#### H. Military Withdrawal

- i. New River Community and Technical College will assist enrolled students who are called to active duty in a national or international crisis and who present a copy of his or her call-up orders. Students who are unexpectedly called to duty have several options available to them, as outlined in the West Virginia Higher Education Policy Commission Series 56 Military Student Withdrawal Policy.

#### I. Appeals

- i. Appeals of a complete withdrawal will follow procedures outlined for student grade appeals.

#### **4. RELATED POLICIES AND/OR PROCEDURES:**

#### **5. RESPONSIBLE OFFICES: Vice President for Academic Affairs; Registrar**

**Approved by:** President's Cabinet, President's Extended Cabinet