

The Administrative Withdrawal Process

Overview of the Withdrawal Procedure

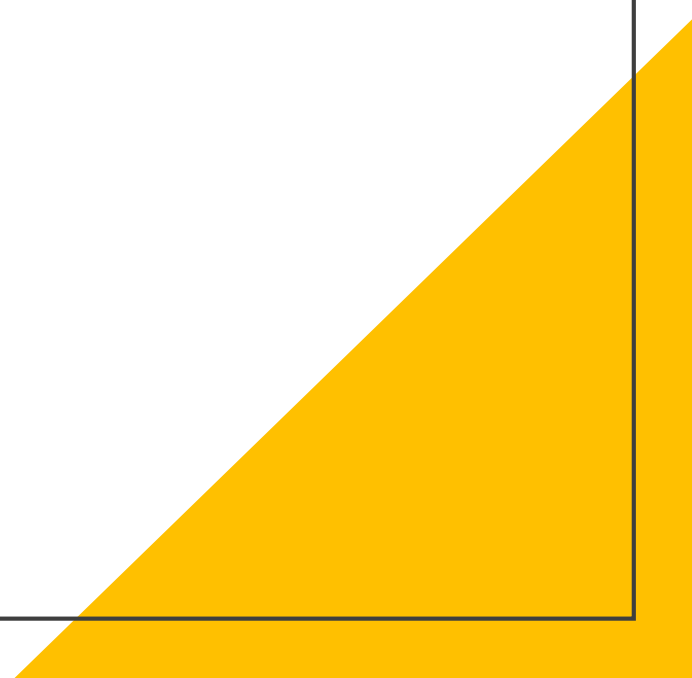
A. Administrative Withdrawal

- i. When a faculty member notes a student to be excessively absent (2 consecutive weeks, no communication) in his or her courses, the student will be reported to the Registrar's Office. This should occur only after the faculty member has attempted to intervene and assist the student. Attendance should be reported weekly to help with this process. (Refer to the college's Attendance Policy in the College Catalog.)
- ii. Withdrawals due to excessive absences or never attending will be initiated by the college and processed in accordance with Federal and State regulations.
- iii. A student may be reinstated if the faculty member and student have agreed on what the student will have to do to successfully complete the course. Reinstatement must occur within two weeks of the withdrawal date.

Directions for Administrative Withdrawal:

- At the end of week two of each semester, faculty must enter a FIW grade in Banner 9 for any student who has never attended their course.
 - At this point, no last date of attendance is required to be entered if the student never attended the course. All future reports of attendance/non-attendance assigning a FIW grade will require a last date of attendance.
- Faculty will continue to record and report non-attendance/attendance for all students in their courses each week throughout the semester
- Any student who has been absent for two consecutive weeks without any communication with the faculty member should be reported as not attending by entering a FIW grade in Banner 9.

- The Registrar's Office will assess the FIW report at the end of week two (and every week thereafter)
- The Registrar's Office will notify students of their administrative withdrawal by mail or email
 - Students may be reinstated in the course if the faculty member and the student have agreed on what the student will have to do to successfully complete the course. Reinstatement must be completed within two weeks of the withdrawal date. An email from the faculty member requesting a reinstatement of the student needs to be sent to the Registrar's Office at registrar@newriver.edu
- Courses in which a student has been administratively withdrawn will reflect a grade of "W" on the student's transcript. "W" indicates that a student was administratively withdrawn from a course due to non-attendance.

- The “W” grade will not influence the quality point ration or the grade point average for the semester.
 - **Administrative withdrawal will be subject to the college’s refund policy,** Federal and State Financial Aid regulations, and VA Educational Benefit repayment requirements. An administrative withdrawal may result in a student having to pay back funds to New River Community and Technical College and/or the State or Federal Government.
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- A large yellow triangle is positioned in the bottom right corner of the slide, pointing towards the top right.

To begin submitting “FIW” in Banner 9:

- Log into: <https://portal.newriver.edu>
- On the left, in the **launch pad** area, click on Faculty Services
 - *If you are prompted to log in again, use the same information as your MyNewRiver account.
- There are two options for submitting grades; this set of instructions is for manually entering each student.

Save your work frequently to avoid losing data.

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1. Click on **Banner 9 Grades** and select **Final Grades**
 - Select a course from the list of gradable courses
 - The columns are sortable, and you can use the search box to find classes

2. Review information in the **Course Details** tab on the right
 - To review the Course Details for the selected course, click the arrow to the right of the Search box
 - Course details will list the course title and section information, how many grades are outstanding, how many have been submitted, as well as the course dates and any primary or secondary instructors.

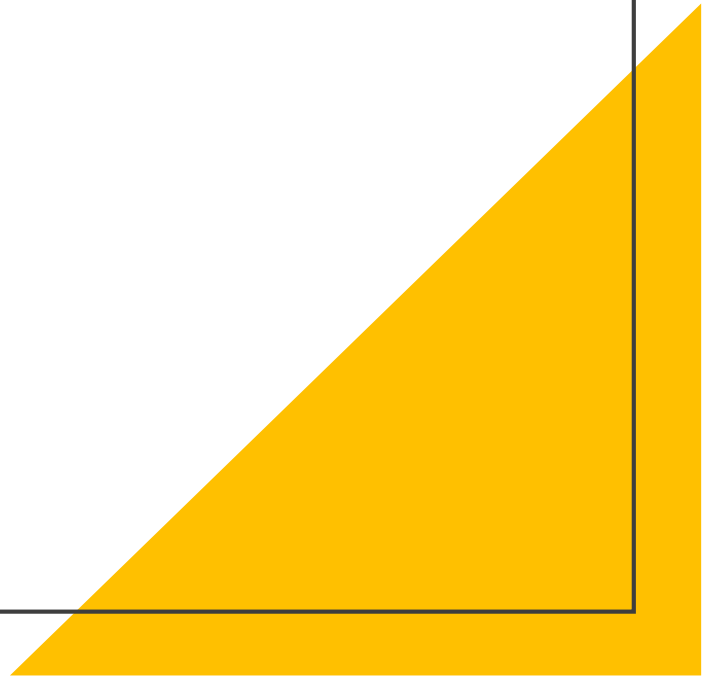
3. Once you have selected a class, use the dropdown box to enter a “FIW” for the non-attending student
 - Enter a **last date of attendance** if the student is no longer attending

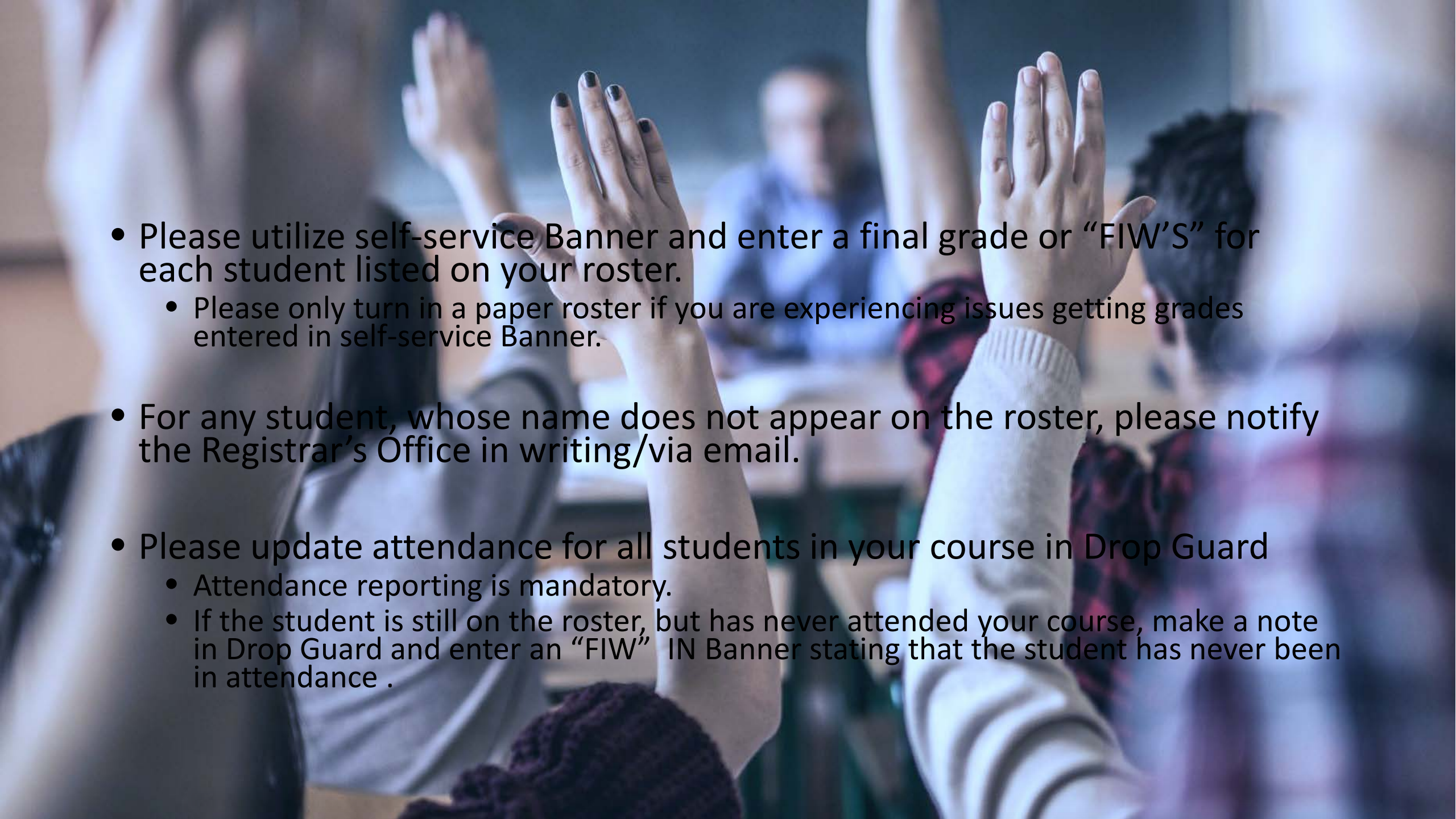
4. Save changes

- You may use the arrows near the save button to go back and forth through the pages, but may want to save in between

6. Correct any errors

7. Save again.



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- Please utilize self-service Banner and enter a final grade or “FIW’S” for each student listed on your roster.
 - Please only turn in a paper roster if you are experiencing issues getting grades entered in self-service Banner.
 - For any student, whose name does not appear on the roster, please notify the Registrar’s Office in writing/via email.
 - Please update attendance for all students in your course in Drop Guard
 - Attendance reporting is mandatory.
 - If the student is still on the roster, but has never attended your course, make a note in Drop Guard and enter an “FIW” IN Banner stating that the student has never been in attendance .

Questions:

