



## **Administrative Department Procedure:**

**Section:**

**Topic:** Administrative Withdrawal

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**SUMMARY:** To establish and communicate the process regulating the withdrawal/administrative withdrawal of students from courses.

### **PROCEDURE:**

#### **A. Administrative Withdrawal**

- i. When a faculty member notes a student to be excessively absent (2 consecutive weeks with 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 with and help the student. Attendance should be reported weekly by the faculty to assist in 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. Reinstatement
  - i. 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 2 weeks of the withdrawal date.

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**Directions:**

- At the end of week two of each semester, faculty must enter a FIW grade in Banner 9, faculty grade entry, final grades for any student who has never attended their course. No last date of attendance needs to be entered at this time if the student never attended the course. All future reports of non-attendance/attendance assigning a FIW grade will require a last date of attendance.
- Faculty will continue to 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 to their faculty member should be reported as not attending by entering a grade FIW in Banner 9 Faculty Grade Entry. A last date of attendance must be entered with each FIW grade.
- The Registrar's Office will run the FIW report at the end of week two and every week thereafter to determine which students need to be administratively withdrawn from any courses.
- The Registrar's Office will notify students by mail or email of the administrative withdraw. 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 and reinstatement of the student needs to be sent to 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 to the State or Federal government.