



Administrative Department Procedure:

Section:

Topic: Administrative Withdrawal

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.

Reviewed by _____ (Supervisor or other who reviewed the form)

Date of this review: _____

Date of previous review: _____

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Directions for Administrative Withdrawal

Students who stopped attending after the withdrawal deadline:

Any student who stopped attending after the withdrawal deadline will receive the grade that they earned in the course/courses. There should be no FIWs reported after the withdrawal deadline

Students who have never attended:

- At the end of week two of each semester, faculty must enter a FIW and the last date of attendance in Banner 9 under mid-term grades for any student who has never attended their course.

Students who had attended but stopped attending:

- Any student who was attending class and stopped attending for a 2-week period without any communication with their instructor should be reported as not attending by entering a grade FIW in Banner 9 under mid-term grades. A last date of attendance **must** be entered with each FIW grade.
- Faculty will continue to report non-attendance for all students in their courses each week up until the last date to withdraw with a “W”.
- The Registrar’s Office will run a report and withdraw the students who have stopped attending course/courses.

Registrar Office Process:

- The Registrar’s Office will run the FIW report every week to determine which students need to be administratively withdrawn from any course/courses.
- The Registrar’s Office will notify students by email of the administrative withdrawal. 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 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. If the student never attended, the courses will be dropped and will not show on the student’s transcript
- The “W” grade will not influence the quality points or the grade point average for the semester.
- **Administrative withdrawals 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.