

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-4192**

SUBJECT: Administrative Withdrawal and Administrative Drop of Students

REFERENCE: Southern West Virginia Community and Technical College Course Catalog

ORIGINATION: September 1, 2000

EFFECTIVE: August 20, 2013

REVIEWED: March-May 2013

SECTION 1. PURPOSE

- 1.1 To establish and communicate the policy regulating the administrative withdrawal and administrative drop processes.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This issuance applies to all students registered in academic credit-based courses.

SECTION 3. DEFINITIONS

- 3.1 Administrative Withdrawal – A decision by the College to withdraw a student from an academic credit-based course or courses for emergency reasons, or disciplinary reasons.
- 3.2 Administrative Drop – A decision by the College to withdraw a student from an academic credit-based course or courses for nonpayment of tuition or fees.

SECTION 4. POLICY

- 4.1 Under specific circumstances outlined in the policy, the College will administratively withdraw or drop students from courses for which they have registered.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 The College retains the right to withdraw a student from a course for emergencies or as a result of disciplinary action under the institution's policies and procedures regarding student conduct, in most cases resulting in a grade of "W". In cases involving administrative withdrawal for disciplinary reasons, faculty and administration will determine the appropriate grade in each instance.

- 6.2 The College will drop a student who has registered but failed to pay the required tuition and fees or has not made arrangements for payment by the required date. After a student has been dropped from a course for nonpayment, no record shall exist that the student had been registered in a course.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 Faculty and administration are responsible for administratively withdrawing students for emergency and disciplinary reasons.
- 7.2 The Business Offices are responsible for administratively dropping students for nonpayment of tuition or fees.
- 7.3 All administrative withdrawals and administrative drops are completed under the auspices of the Registrar.

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

- 9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

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| Board of Governors Chair | Date |
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| President | Date |
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Attachments: None.

Distribution: Board of Governors (12 members)
www.southernwv.edu

Revision Notes: July 2011 – Revisions reflect no changes in procedure or documentation requirements but provide clarity and reflect grammatical changes.

October 2006 – Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect grammatical and technical changes.