

**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; SCP 5050, *Assessment, Payment, and Refund of Tuition and Fees*

**ORIGINATION:** September 1, 2000

**EFFECTIVE:** January 12, 2018

**REVIEWED:** August 2, 2017

**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, or for being verified as non-attendance.

**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 administratively drop a registered student for the following reasons: failed to pay the required tuition and fees; or has not made arrangements for payment by the required date; or is verified as non-attending in all registered courses by faculty. After a student has been dropped from all registered courses for nonpayment or non-attendance, no record shall exist that the student had been registered in a course and no grade will be assigned.

**SECTION 7. RESPONSIBILITIES**

7.1 Administration is responsible for approving all administrative withdrawals of 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 Administrative withdrawals and administrative drops for non-attendance 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**

**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.

August 2017 - Revisions added withdrawal for non-attendance which reflects minor changes in procedure or documentation requirements. Revisions provide clarity and also reflect grammatical and technical changes.