



**NORTHERN
PENNSYLVANIA
REGIONAL COLLEGE**

Policy: NPRC-3415: Administrative Withdrawal
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Subject: Administrative Withdrawal

1. PURPOSE

This policy statement establishes guidelines for issuing administrative withdrawal from credit-bearing course(s) or a program of study for those enrolled as degree-seeking or non-degree seeking students at Northern Pennsylvania Regional College.

2. SCOPE AND APPLICABILITY

This policy is applicable to all students enrolled in credit-bearing course(s) or programs of study at Northern Pennsylvania Regional College (NPRC).

3. REFERENCES

3.1 INDX-0010 Master Policy Index

3.2 NPRC-3245 Assignment of Grades

3.3 NPRC-3430 Academic Leave for Students

3.4 NPRC-8000 Financial Aid Eligibility and Verification

3.5 NPRC-8005 Standards of Progress for Financial Aid

3.6 NPRC-8015 Assessment, Payment, and Refund of Tuition and Fees

3.7 Code of Federal Regulations, Title 34-Education, Section 668.22-Treatment of Title IV funds when a student withdraws, <https://www.gpo.gov/fdsys/pkg/CFR-2013-title34-vol3/xml/CFR-2013-title34-vol3-sec668-22.xml>

4. DEFINITIONS

- 4.1 Administrative drop is the process by which the College removes the student from enrollment in credit-bearing course(s) or a program of study and whereby no grade is assigned.
- 4.2 Administrative withdrawal is the process by which the College removes the student from enrollment in one or more credit-bearing courses or a program of study during a given academic term and whereby a grade of W is assigned as the course grade(s).
- 4.3 The roster verification period is the time beginning with the first day of instruction for an academic term and concluding prior to the date by which 15% of the academic term has occurred.
- 4.4 Non-attendance of a course is the situation in which a student is enrolled and fails to attend any class meetings for courses with live instruction or actively engage in the teaching-learning process for courses with fully-online instruction prior to the conclusion of the roster verification period.
- 4.5 Attendance of a course is the situation in which a student is enrolled and attends at least one class meeting for courses with live instruction or actively engages in the teaching-learning process for courses with fully-online instruction prior to the conclusion of the roster verification period.

5. POLICY

- 5.1 Administrative drop for reasons including, but not limited to, consecutive non-attendance during the roster verification period or nonpayment of tuition and fees shall occur for course(s) or programs of study in which a student is enrolled
 - 5.1.1 After the roster verification period for any student who has been verified as non-attending for all courses in which the student is enrolled.
 - 5.1.2 After the final date for payment of required tuition and fees for any student with a balance owed for tuition and/or fees, provided an arrangement for payment has not been made with the Office of the Vice President for Finance and Administration or designee per NPRC 8015 Assessment, Payment, and Refund of Tuition and Fees.
- 5.2 Administrative drop shall result in the removal of all records showing the student was registered for any course(s) and no grade shall be issued for any course(s) from which a student has been administratively dropped.

- 5.3 Administrative withdrawal may occur for course(s) or programs of study in which a student is enrolled for reasons including, but not limited to,
 - 5.3.1 Academic leave approved for the current term of enrollment
 - 5.3.2 Suspension or expulsion for violations of NPRC-3235 Behavioral Code of Conduct
 - 5.3.3 Suspension or expulsion for violations of NPRC-3225 Academic Code of Conduct
 - 5.3.4 Rulings due to application of NPRC-3235 Behavioral Code of Conduct or NPRC-3225 Academic Code of Conduct
 - 5.3.5 Verifiable emergency situations for which the student is unable to submit a request for academic leave
- 5.4 Students issued a grade of W per administrative withdrawal for course(s) in which they are enrolled are solely responsible for any financial consequences which may result due to federal, state, or institutional rules or regulations governing financial aid.
- 5.5 All documentation concerning administrative withdrawal shall be forwarded to the Office of the Registrar and shall become part of the student's academic file.
- 5.6 Student appeals concerning issuance of administrative drop or administrative withdrawal are governed by NPRC 3260 Academic Grievance and Complaint.

6. RESPONSIBILITIES AND TIMELINES

- 6.1 Students are expected to discuss the impact of receipt of grade(s) of W upon their ability to achieve their academic goal(s) in a timely manner with their Student Success Specialist or other advisor.
- 6.2 Students who are issued grade(s) of W for course(s) in which they are enrolled are responsible for contacting the Office of Finance and Administration to discuss possible resulting financial repercussions.
- 6.3 Students who request issuance of grade(s) of W as part of an academic leave request and are recipients of Title IV grants or loan assistance must submit proof of receipt of financial aid counseling concerning their financial aid status and possible financial consequences from the Office of Financial Aid as a component of their request. Proof may be submitted in electronic or hard copy form, must be signed by the student and

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Revision Notes: Policy in Origination