



**NORTHERN  
PENNSYLVANIA  
REGIONAL COLLEGE**

Policy: NPRC-3415: Administrative Withdrawal  
Origination: 07-20-2018  
Approved: 09-21-2018  
Effective: 09-21-2018  
Reviewed: 04-30-2020  
Last Updated: 05-08-2020

## **Subject: Administrative Withdrawal**

### **1. PURPOSE**

This policy establishes rules for administrative withdrawal from the College.

### **2. SCOPE AND APPLICABILITY**

This policy is applicable to all students.

### **3. REFERENCES**

- 3.1 NPRC 3260 Student Grievance and Complaint
- 3.2 NPRC 3430 Educational leave

### **4. DEFINITIONS – None**

### **5. POLICY**

#### **5.1 Administrative withdrawal will occur:**


- 5.1.1 After the roster verification period for any student who has been verified as non-attending for all courses in which they are enrolled.
- 5.1.2 After the final date for payment of required tuition and fees for any student with an outstanding balance, provided an arrangement for payment has not been made.
- 5.1.3 After enrolling in subsequent course(s) in which the pre-requisite was not successfully completed during the previous semester.
- 5.1.4 Students who fail to attend any classes for 14 consecutive days and have not made formal request for a leave of absence will be administratively withdrawn from the college.


- 5.2 Administrative withdrawal shall result in the removal of all records showing the student was registered for the semester and no grades shall be issued.
- 5.3 Students may be administratively withdrawn from the College and have grades of W assigned for reasons including, but not limited to:
  - 5.3.1 Academic leave approved for the current term of enrollment (see NPRC 3430 Educational Leave)
  - 5.3.2 Suspension or expulsion
  - 5.3.3 Verifiable emergency situations for which the student is unable to submit a request for academic leave.
- 5.4 A student who is present for less than 50% of the instructional time for a non-credit-bearing course shall be administratively removed from the course and an evaluative rating of non-completion shall be assigned by the instructor.
- 5.5 Students who are administratively withdrawn are responsible for any financial consequences which may result due to federal, state, or institutional rules or regulations governing financial aid.
- 5.6 All documentation concerning administrative withdrawal shall be forwarded to the Office of the Registrar and shall become part of the student's academic file.
- 5.7 Students who wish to appeal an administrative withdrawal should refer to NPRC Policy 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 in a timely manner with their Student Success Specialist or other advisor and are responsible for contacting the Office of Finance and Administration to discuss possible resulting financial repercussions.
- 6.2 The Registrar or designee is responsible for the administrative withdrawal process.

**7. SIGNATURES**

  
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Chair, Board of Trustees

  
\_\_\_\_\_  
Date

Joseph D. Dain  
President

8/5/2020  
Date