



Withdrawal

1. PURPOSE

This policy establishes rules for withdrawal from courses of enrollment at Northern Pennsylvania Regional College (“NPRC” or the “College”).

2. SCOPE AND APPLICABILITY

This policy is applicable to all academic students, referenced as students throughout this policy, faculty who instruct academic courses, and staff with associated logistical or student support responsibilities at NPRC.

3. REFERENCES

- 3.1 INDX-1110-01: Master Policy Index
- 3.2 CLDR-1110: Policy Review Schedule
- 3.3 INDX-1110-02: Document Naming Key
- 3.4 NPRC-3225: Academic Code of Conduct for Academic Students
- 3.5 NPRC-3235: Behavioral Code of Conduct for Students
- 3.6 NPRC-9345: Assignment and Use of Grades
- 3.7 NPRC-3260: Student Complaint
- 3.8 FORM-9415-01: Course Withdrawal Request
- 3.9 FORM-9415-02: Institutional Withdrawal Request
- 3.10 FORM-9415-03: Administrative Withdrawal Request

4. DEFINITIONS

- 4.1 Administrative Drop is the process by which the College removes a student from enrollment in an academic term for non-attendance and whereby no grade is assigned.
- 4.2 Roster Verification is the process by which student engagement in course(s) of enrollment during an academic term is established through the reporting of attendance by the instructor(s) of those course(s). The verification reporting period concludes prior to the completion of 15% of the scheduled course meeting time.

- 4.3 Non-attendance of a term 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 fully online courses prior to the conclusion of the roster verification period.
- 4.4 Attendance of a term 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 fully online courses prior to the conclusion of the roster verification period.
- 4.5 An academic term includes the period commencing with the first day of classes and concluding with the last day of the final exam period as communicated by the academic calendar. A session is a period that falls within but is not inclusive of the entirety of an academic term.
- 4.6 Administrative withdrawal is the process by which the College removes a student from enrollment in one or more credit-bearing courses during a given academic term and whereby a grade of W is assigned as the course grade(s).
- 4.7 Withdrawal is the process by which a student voluntarily requests and is granted removal from enrollment in one or more credit-bearing courses of enrollment during a given academic term by the established date listed in the Academic Calendar and whereby a grade of W is assigned as the course grade(s).
- 4.8 Institutional withdrawal is the process by which a student voluntarily requests and is granted removal from all credit-bearing courses in which the student is enrolled during a given academic term by the established date listed in the Academic Calendar, communicates the intent to permanently separate from the College, and whereby a grade of W is assigned for all course grades.
- 4.9 An Academic Student is any individual enrolled in any credit-bearing course(s) of instruction offered by the College.

5. POLICY

- 5.1 Administrative drop for non-attendance will occur at the conclusion of roster verification and the required administrative process for any student who has been verified as non-attending for all courses in which they are enrolled.
- 5.2 Administrative drop may be approved prior to the conclusion of roster verification for reasons other than non-attendance at the discretion of the Vice President of Academic Affairs and Accreditation Liaison Officer (VPAA/ALO) and the Vice President of Enrollment and Student Service (VPESS). In such cases, documentation of the reason will be provided to the Office of the Registrar for inclusion in the student's educational record.
- 5.3 Administratively dropped courses result in no grade being issued, no transcript record generated, and no financial obligation for the student to the College.

- 5.4 Students may be administratively withdrawn from enrolled credit-bearing courses after roster verification but prior to the end of business on the last day of the term and have grades of W assigned for reasons including, but not limited to:
- 5.4.1 Disciplinary action related to violations of NPRC-3225: Academic Code of Conduct for Academic Students or NPRC-3235: Behavioral Code of Conduct for Students, including suspension or expulsion.
 - 5.4.2 Emergency situations for which the student is unable to submit a withdrawal request with approval from the VPAA/ALO and VPESS.
- 5.5 Students who need to interrupt their education due to military service training or deployment may be administratively withdrawn after roster verification but prior to the end of business on the last day of the term or may be awarded grades of Incomplete (I) upon student request in alignment with policy NPRC-9345: Assignment and Use of Grades.
- 5.6 Administrative Withdrawal requires submission of FORM-9415-03: Administrative Withdrawal Request and approval of the VPAA/ALO and VPESS.
- 5.7 Students who wish to appeal an administrative withdrawal may do so in accordance with NPRC-3260: Student Complaint.
- 5.8 Withdrawal occurs when a student voluntarily requests removal from credit-bearing course(s) of enrollment during a given academic term and results in assignment of grade(s) of W assigned provided:
- 5.8.1 A withdrawal request, accompanied by any required documentation or signature(s), including submission of FORM-9415-01: Course Withdrawal Request, is submitted to the Office of the Registrar prior to 11:59 p.m. on the withdrawal deadline for the term of enrollment published on the Academic Calendar.
- 5.9 Students who wish to submit requests for institutional withdrawal are required to complete and submit FORM-9415-02: Institutional Withdrawal Request to the Office of the Registrar prior to 11:59 p.m. on the withdrawal deadline for the term of enrollment published on the Academic Calendar and may be required to confer with college personnel to obtain pertinent signatures and counsel regarding the academic and financial aid impact of their decision prior to assignment of grade(s) of W for enrolled courses.
- 5.10 Assignment of a grade of W is made in accordance with NPRC-9345: Assignment and Use of Grades.
- 5.11 All documentation concerning withdrawal, including institutional and administrative withdrawal, shall be forwarded to the Office of the Registrar and shall become part of the student's educational record.

6. RESPONSIBILITIES AND TIMELINES

- 6.1 Students, regardless of mode of withdrawal, are responsible for contacting the Office of Financial Aid to discuss any financial consequences which may result due to federal, state, or institutional rules or regulations governing financial aid.
- 6.2 Students, regardless of mode of withdrawal, are responsible for contacting the Office of Business Operations to discuss any financial consequences or obligations which may result from withdrawal.
- 6.3 Students are responsible for discussing the impact of receipt of grade(s) of W in a timely manner with their Student Engagement Specialist or other advisor.
- 6.4 The Office of the Registrar or designee is responsible for the administering the withdrawal process, including co tasks associated with maintaining, updating, and processing FORM-9415-01: Course Withdrawal Request, FORM-9415-02: Institutional Withdrawal Request, and FORM-9415-03 Administrative Withdrawal Request.
- 6.5 The VPAA/ALO and VPES are jointly responsible for the administration of this policy.

7. REVIEW STATEMENT

Review of this policy will occur in alignment with CLDR-1110: Policy Review Schedule.

8. SIGNATURES

Signature on file

Chairperson, Board of Trustees Date
Signature on file

President Date

Revision Notes: Policy in revision