



Workforce Development Administrative Removal and Administrative Drop

1. PURPOSE

This policy establishes the expectations and guidelines for administrative removal of workforce development students, referenced throughout this policy as students, from workforce development programs of study at Northern Pennsylvania Regional College (“NPRC” or the “College”).

2. SCOPE AND APPLICABILITY

This policy is applicable to all students enrolled in workforce development course(s) or program(s) of study at NPRC.

3. REFERENCES

- 3.1 CLDR-1110: Policy Review Schedule
- 3.2 INDX-1110: Master Policy Index
- 3.3 NPRC-3245: Behavioral Code of Conduct for Students
- 3.4 NPRC-3415: Withdrawal

4. DEFINITIONS

- 4.1 Administrative Removal is the process by which the College initiates the removal of a student from enrollment in one or more workforce development courses or a program of study during a given training period and whereby an evaluative rating of non-completion is assigned for the course.
- 4.2 An Administrative Drop for a Workforce Development Course is the process by which the College removes a student from enrollment in a workforce development course for failure to attend the first-class meeting in conjunction with failure to submit payment or provide confirmation that payment arrangements have been made and whereby no evaluative rating is issued.
- 4.3 Workforce Development Class Attendance is the action of an enrolled student attending a class meeting for courses with live instruction or actively engaging in the teaching-learning process for online courses.
- 4.4 Training Period includes the time span commencing the first day of class and concluding with the last day of class.

4.5 A Workforce Development Student is an individual enrolled in any non-credit class or non-credit training experience sanctioned by the College.

5. POLICY

5.1 Students may be administratively removed and assigned an evaluative rating of non-completion for workforce development courses when one or more of the following criteria are met:

- 5.1.1 The student is in attendance for less than 50% of the scheduled instructional time unless stricter requirements are identified in a program handbook or regulatory requirements for the program;
- 5.1.2 At any point in the training period, students may be administratively removed for disciplinary action related to violations of NPRC-3235: Behavioral Code of Conduct for Students;
- 5.1.3 The student is determined to be involved in a situation deemed contrary to college policy or safety by the Director of Workforce Development or designee; or
- 5.1.4 After the final date for payment of required course fees for any student with a balance owed for course fees, provided an arrangement for payment has not been made with the Office of Student Billing.

5.2 Students who are administratively removed will be issued an evaluative rating of NC (Non-Complete) for course(s) in which they are enrolled and are solely responsible for any financial consequences which may result due to federal, state, or institutional rules or regulations governing financial aid as well as any other financial assistance programs.

5.3 Administrative drop for workforce development course(s) shall result in the removal of all records showing the student was registered for any course(s), no evaluative rating shall be issued for any course(s) from which a student has been administratively dropped. An administrative drop will be used when a registered student fails to attend the first-class session when the student has not paid and no evidence that arrangements for payment have been made are able to be confirmed.

6. RESPONSIBILITIES AND TIMELINES

- 6.1 Students, regardless of mode of removal, are responsible for contacting the Office of Student Billing to discuss any financial consequences which may result.
- 6.2 The Assistant Registrar for Workforce Development is responsible for executing the administrative removal process.
- 6.3 The Vice President of Workforce Development is 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: Final Approved Policy