

Administrative Drop/Withdrawal Policy

Policy Number	700.15.02	Custodian	Academic Dean
Approved Date	5/18/2022		
Effective Date	5/18/2022	Review Date	
References: Financial Aid Policy			

1. Purpose

To establish a means by which students can be withdrawn or dropped from a course because of lack of attendance or participation or failure to provide required documentation for enrollment.

2. Persons Affected

2.1. All students

3. Policy

This policy is to ensure the following:

- 3.1. WETCC can withdraw a student from a course, multiple courses, or from the College anytime during the semester for failure to adhere to attendance or academic participation requirements or submission of required documents.
- 3.2. Students can appeal an administrative drop or withdrawal.

4. Definitions

- 4.1. Add/Drop Date. The last day a student can drop a course in a semester without grade or financial penalty. The add/drop date is listed on the academic calendar.
- 4.2. Administrative Drop. The College removes a student from a course or courses or completely for lack of attendance or academic participation on or before the add/drop date. Dropped courses will not appear on a student's transcript. Students receive a 100% refund for the course.
- 4.3. Administrative Withdrawal. The College withdraws a student from a course or courses or completely for lack of attendance or academic participation after the add/drop date. Students who are administratively withdrawn:
 - Are responsible for all debts and charges related to the course or courses.
 - Are not eligible for a tuition refund.
 - Receive a "W" on their transcript if withdrawn on or before the last day to withdraw or an "F" if withdrawn after the last day to withdraw.

- May experience changes in their financial aid eligibility or calculation and may be required to repay aid.
- 4.4. Attendance. Present in a class, such as being physically present, participating in online classes, etc. Attendance is defined in the course syllabus.
 - 4.5. Academic Participation. Ongoing engagement in a class such as participating in discussions, submitting assignments, other coursework, etc. Participation is defined in the course syllabus.
 - 4.6. Extenuating circumstances. Unforeseen conditions or events beyond a student's control that have a direct and substantial impact on a student's ability to meet academic requirements. Examples of extenuating circumstances include a sudden or acute physical or mental illness, severe injury of self or significant others, death of a relative, or other personal or family crisis. Extenuating circumstances must be documented.

Extenuating circumstances do not include personal or family events such as holidays or weddings, academic or exam stress, or transportation or technological difficulties.

5. Procedures

- 5.1. Faculty record class attendance in the student management system within a day of the class scheduled meeting.

Administrative Drop

- 5.2. The student success coach monitors attendance daily up to the first week of the semester.
- 5.3. The student success coach notifies the registrar and financial aid coordinator of students who have not attended class during the first week of the semester (or a prorated period for shorter terms).
- 5.4. The registrar will automatically drop students from courses that they have not attended during the first week of class. The withdrawal will occur at the beginning of the second week.
- 5.5. The registrar notifies
 - Students that have been dropped.
 - The student services dean, academic dean, the faculty member, the Finance Department, and the financial aid coordinator that the student has been administratively dropped or withdrawn.
- 5.6. The financial aid coordinator notifies students who have been dropped of any financial aid impacts of being dropped.

Administrative Withdrawal

- 5.7. Faculty contact students who are not attending or academically participating in class to reiterate the attendance and participation requirements and to address issues the student is having. Faculty should refer students who may be experiencing extenuating circumstances to the student services dean.
- 5.8. If faculty do not see improvement in attendance or participation, they must initiate the early alert process at least once to address participation and attendance issues before they can start the faculty-initiated withdrawal (FIW) process.
- 5.9. If the early alert process does not result in the student contacting the faculty member within one week (or a prorated period for shorter terms) after the early alert referral, the faculty member may submit a FIW Request form to the registrar. The faculty member enters the reason for the FIW, the last date of attendance or participation, and provides the course syllabus.
- 5.10. The registrar will withdraw the student within one business day of receiving the FIW. The registrar notifies
 - Students that have been withdrawn.
 - The student services dean, academic dean, the faculty member, the Finance Department, and the financial aid coordinator that the student has been administratively withdrawn.
- 5.11. The financial aid coordinator notifies students who have been withdrawn of any financial aid impacts of being withdrawn.

Appeal

- 5.12. Students who want to appeal a drop or withdrawal for extenuating circumstances or incorrect information submit a Student Academic Appeal Form to the Academic Dean’s Office within three business days after receiving notification of the drop or withdrawal.
- 5.13. The academic dean will review the appeal form and approve or deny the appeal. The academic dean will notify the student within two business days of the final decision.

Revision History

Rev. Date	Rev. No.	Revision
5/18/2022	.02	Reassigned the responsibility of addressing attendance and participation from staff to faculty.