

**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
REGULATION NO. – AR- 3.15**

**TITLE: ADMINISTRATIVE WITHDRAWAL**

**DEFINITION: The Administrative Withdrawal regulation describes the conditions and process for the College’s administrative process to withdraw students from enrolled courses.**

**EFFECTIVE DATE: FALL 2011;** Replaces BP 3.9, June 22, 2010 version

**SECTION 2. STATEMENT**

- A. The College will withdraw students who have enrolled in a course but who have not attended during the first six weeks of the term (or equivalent pro-rating for terms less than 15 weeks), as notified by the instructor. Since this is after the add/drop period, a grade of “W” will appear on the permanent record. The records office will inform the student of the final action that has been taken by U.S. Mail. Payment of tuition for the period enrolled is the responsibility of the student. Students that are administratively withdrawn will receive a refund based on the College refund policy; appropriate policies for Title IV Aid recipients will be applied. Faculty are responsible for notifying Dean for Academic and Student Services or designee to administratively withdraw students for non-attendance.
  
- B. A faculty member may administratively withdraw a student if that instructor determines that the student can not meet course requirements due to irregular class attendance or failure to successfully complete class assignments. The instructor may administratively withdraw a student up to and including the eleventh week of a 16 week term (or equivalent pro-rating of a short term course). A student can not be administratively withdrawn by the instructor after the eleventh week of a 16 week semester (or equivalent pro-rating of a short term course). The instructor must provide notification (written or electronic) of the administrative withdrawal to the Assistant Director of Admissions.
  
- C. The College retains the right to withdraw a student from a course for the purpose of discipline under established rules of procedure. A “W” grade will appear on the permanent record.
  
- D. The College will withdraw students who have enrolled but who failed to pay their tuition and fees or made arrangements for payment by the advertised date for early registration or at the time of registration. There will be no record of the student being in these classes. The Executive Dean for Financial and Operations Services is responsible for administratively withdrawing students from the registration system for non-payment of tuition.

\_\_\_\_\_  
CHARLES TERRELL, PRESIDENT

5-25-11  
\_\_\_\_\_  
DATE