

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS
POLICY NO. BP-3.9

TITLE: ADMINISTRATIVE WITHDRAWAL

SECTION 1. GENERAL

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| 1.1 | Scope | This policy describes the conditions and process for the College's administrative process to withdraw students from enrolled courses. |
| 1.2 | Authority | West Virginia Code Section 18B-1-6 |
| 1.3 | Effective Date | November 10, 2003 |

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 an equivalent pro-ration 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 US Certified Mail. Payment of tuition for the period enrolled is the responsibility of the student. Students that are administratively withdrawn will not receive a refund; appropriate policies for Title IV Aid recipients will be applied. Faculty are responsible for notifying Dean for Learner Support Services to administratively withdraw students for non-attendance.

- B. The College retains the right to withdraw a student from a course for emergencies or for the purpose of discipline under established rules of procedure. A "W" grade will appear on the permanent record.

- C. 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 Administrative Services is responsible for administratively withdrawing students from the registration system for non-payment of tuition.

BOARD OF GOVERNORS, CHAIR

November 10, 2003
DATE