



**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

Number:	SCP-4192
Origination:	September 1, 2000
Effective:	September 19, 2000
Reviewed:	October 2006

SUBJECT: Administrative Withdrawal of Students

REFERENCE: Southern West Virginia Community and Technical College Course Catalog

1. PURPOSE

To establish and communicate the policy regulating the administrative withdrawal process.

2. SCOPE AND APPLICABILITY

This issuance applies to all students registered in academic credit-based courses.

3. DEFINITIONS

Administrative Withdrawal — A decision by the College to withdraw a student from an academic credit-based course or courses for emergency reasons, disciplinary reasons or nonpayment of tuition or fees.

4. POLICY

Under specific circumstances outlined in the policy, the College will administratively withdraw students from courses for which they have registered.

5. BACKGROUND OR EXCLUSIONS

None.

6. GENERAL PROVISIONS

- A. The College will withdraw students who have registered but fail to pay the required tuition and fees or have not made arrangements for payment by the required date. For students withdrawn for nonpayment, there will be no record of the student having been registered in these courses.
- B. The College retains the right to withdraw a student from a course for emergencies or as a result of disciplinary action under the institution's policies and procedures regarding student conduct. In cases involving administrative withdrawal for disciplinary reasons, faculty and administration will determine the appropriate grade in each instance.

7. RESPONSIBILITIES AND PROCEDURES

- A. The Business Offices are responsible for administratively withdrawing students for nonpayment of tuition or fees.
- B. Faculty and administration are responsible for administratively withdrawing students for emergency and

disciplinary reasons.

8. CANCELLATION

None.

9. REVIEW STATEMENT

This policy shall be reviewed on a three-year cycle by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed. SCP-4192 is scheduled for review during the 2009-2010 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None

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Revision Notes: October 2006 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect grammatical and technical changes.